



MINUTES

ORDINARY COUNCIL MEETING

Tuesday 28 July 2026

Shire of Waroona Council Chamber

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MINUTES**1. DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

Cr Walmsley declared the meeting open at 4.00 pm and welcomed Councillors, members of the public and staff.

2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Cr Mike Walmsley	Shire President
Cr Larry Scott	Deputy Shire President
Cr Karlie Bartle	Councillor
Cr John Mason	Councillor
Cr Karen Odorisio	Councillor
Cr Julie Rowles	Councillor
Cr Brad Vitale	Councillor
Mark Goodlet	Chief Executive Officer
Ashleigh Nuttall	Director Corporate & Community Services
Kirsty Ferraro	Director Customer & Development Services
Rikki Pulfer	Executive Manager Infrastructure Services
Kathy Simpson	Manager Corporate Services
Rhys Bloxsidge	Manager Development Services
Merrin Kirk	Executive Assistant

There were three (3) members of the public present at the commencement of the meeting.

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

APPLICATIONS FOR LEAVE OF ABSENCE**COUNCIL RESOLUTION**

OCM26/07/080

Moved: Cr Vitale

Seconded: Cr Odorisio

That a Leave of Absence be granted to Cr Julie Rowles for the period 31 July – 10 August 2026 inclusive.

CARRIED 7/0

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Mark Winter on behalf of the Waroona Agricultural Society
100 South Western Highway, Waroona WA 6215

Question 1 – Design Guidelines - 6 metre setback, is it possible to get approval for a 3.6m setback, this relates to item 3c. Reasoning behind complementary colours, no windows are designed into the this storage shed. 2.4m verandah service no purpose but to add to the cost. The Parnell St elevation of the shed will be used as an entry for park and ride on show day. The Ag Society sub committee has discussed incorporating an artistic community shed sign on that elevation.

Answer 1:

The purpose of the conditions are to ensure the development achieves an appropriate standard of visual amenity and makes a positive contribution to the streetscape.

The proposed shed is a substantial structure, and the front elevation will be highly visible from residential properties on the opposite side of Parnell Street. Without articulation, the frontage would present as a large expanse of sheet metal close to the street.

The required setback and design elements including complimentary colours, verandah and windows are intended to break up the mass of the building, provide visual interest and create a more welcoming appearance. These are common urban design principles that improve the presentation of large, shed style buildings.

While is acknowledged that the addition of artistic community shed signage would be viewed as a positive addition, it would not replace the need for the design elements required by the conditions, as these address the overall appearance and articulation of the building, rather than signage alone.

Question 2 – Car park extension. The main part of the carpark is actually shortened it's the sides that will be merged into shed apron.

Answer 2:

The plans submitted with the application do not provide sufficient detail regarding the proposed modifications to the existing carpark.

As the development proposes changes to the parking layout, the Shire must ensure that any alterations continue to provide safe and functional parking that meets design standards.

The Shire acknowledges that the intention is not to redesign the entire carpark and note that the main parking area is proposed to remain, with only the side areas being incorporated into the shed apron. In light of this, the wording of Condition 6 could be amended to provide greater flexibility by requiring that 'any modifications to the existing carpark shall be designed and constructed to the satisfaction of the Shire of Waroona'.

Mark Winter & Kathy Simpson left the meeting, the time being 4.10pm.

Kathy Simpson returned to the meeting, the time being 4.10pm.

5. PETITIONS, APPROVED DEPUTATIONS & SUBMISSIONS

Richard Hull & Emma-Rose Hull on behalf of Charles Hull Contracting

Richard and Emma presented two (2) copies of the recently published book “Through the Gears – The Story of Charles Hull Contracting” to Council. One copy for the Council Chamber and one for the Waroona Library.

Cr Mike Walmsley thanked Richard and Emma for the books and congratulated Charles Hull Contracting on their success and contribution to the Waroona Community over the last 60 years.

Photos were taken of the exchange.

Richard Hull & Emma Hull left the meeting, the time being 4.14pm.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**6.1 Ordinary Council Meeting – 23 June 2026****OFFICER RECOMMENDATION / COUNCIL RESOLUTION****OCM26/07/081****Moved: Cr Rowles****Seconded: Cr Mason**

That the Minutes of the Ordinary Council Meeting held 23 June 2026 be confirmed as being a true and correct record of proceedings.

CARRIED 7/0**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

Cr Mike Walmsley acknowledged the sad passing of community member Alan Alexander and his 60 years of contribution to the community through his role as a Volunteer Bush Fire Brigade Officer. Mike offered his sincere condolences to Alan’s wife Maureen. Council will send a bereavement card to her.

8. ANNOUNCEMENTS BY MEMBERS

Nil

9. DISCLOSURES OF INTEREST

Cr Mike Walmsley declared an interested affecting impartiality in item 11.1.1 as he is on a board with a Hull family member who is also an associate of his.

Cr Mike Walmsley declared an interested affecting impartiality in item 11.1.2 as he is on a board with a Hull family member who is also an associate of his.

Cr Mike Walmsley declared an interested affecting impartiality in item 11.2.2 as he is a member of the Waroona Agricultural Society.

Cr Larry Scott declared an interested affecting impartiality in item 11.2.2 as he is a member of the Waroona Agricultural Society.

Cr John Mason declared an interested affecting impartiality in item 11.2.1 as he is a life member of the Waroona Football & Netball Club.

Cr John Mason declared an interested affecting impartiality in item 11.2.2 as a close family member is a member of the Waroona Agricultural Society.

Cr Brad Vitale declared an interested affecting impartiality in item 11.2.1 as he is a sponsor of the Waroona Football & Netball Club.

Cr Brad Vitale declared an interested affecting impartiality in item 11.2.2 as he is a member of the Waroona Agricultural Society.

10. EXTERNAL COMMITTEES, ASSOCIATIONS AND ADVISORY GROUPS

10.1 Peel Regional Leaders Forum – 18 June 2026

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/082

Moved: Cr Odorisio

Seconded: Cr Bartle

That Council receives and notes the Unconfirmed Minutes of the Peel Regional Leaders Forum meeting held 18 June 2026 as per Appendix 10.1.

CARRIED 7/0

11. REPORTS OF THE CHIEF EXECUTIVE OFFICER AND OFFICERS**11.1 INFRASTRUCTURE SERVICES**

Cr Mike Walmsley declared an interested affecting impartiality in item 11.1.1 as he is on a board with a Hull family member who is also an associate of his.

11.1.1 Tender – T2526/07 Supply and Delivery of Gravel Base Course Material	
File Ref:	CM.8 – Corporate Management – Tendering
Previous Items:	Nil
Applicant:	N/A
Author and Responsible Officer:	Executive Manager Infrastructure Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.1.1 – Confidential Tender Evaluation Scoring and Price Schedule

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/083

Moved: Cr Mason

Seconded: Cr Vitale

That Council:

- 1. agrees to award Tender T2527/07 – Supply and Delivery of Gravel Basecourse Material to Charles Hull Contracting, in accordance with Appendix 11.1.1 Confidential Tender Evaluation Scoring and Price Schedule; and**
- 2. requests the Chief Executive Officer (CEO) to accept the offer;**
 - a. subject to any minor negotiation;**
 - b. with the contract term commencing upon award and concluding on 30 June 2027 with two optional twelve-month extensions to 30 June 2028 and 30 June 2029 respectively, subject to the Principal's (CEO) approval and any price adjustments in accordance with Conditions of Contract.**

CARRIED 7/0

IN BRIEF

The purpose of this report is to present the outcome of the tender process for Tender T2526/07 – Supply and Delivery of Gravel Basecourse Material and seek Council approval to award the contract to the preferred tenderer.

BACKGROUND

Council's Draft Budget for 2026/27 includes funding for the procurement of gravel basecourse material required for the annual road construction and maintenance program.

As the anticipated expenditure exceeds \$250,000, a public tender process was undertaken in accordance with the requirements of the Local Government Act 1995 and Council's Purchasing and Procurement Policy.

A detailed specification was prepared, and the tender was publicly advertised. Tenders closed on 16 June 2026.

REPORT DETAIL

The tender sought submissions for the supply and delivery of gravel basecourse material to various locations throughout the Shire and to the Shire Depot, as required during the 2026/27 construction season.

Tenderers were also required to provide details of the methodology proposed for measuring and determining delivered volumes. The specification reserved Council's right to reject any proposed methodology and implement an alternative process if considered necessary.

The tender documentation advised that submissions would be assessed against the following weighted evaluation criteria:

Evaluation Criteria	Weighting
Tendered Price	50%
Relevant Experience	15%
Tenderer Resources	15%
Demonstrated Understanding	10%
Value Adding Opportunities	10%

The specification outlined the requirements for addressing the qualitative assessment criteria.

The evaluation process adopted a best value for money approach. While price was a significant consideration, the lowest-priced submission was not automatically deemed the preferred tender. Similarly, the highest qualitative score did not guarantee appointment. The overall assessment considered each tenderer's demonstrated capability, compliance, experience, resources, and value to Council.

The proposed contract will operate until 30 June 2027, with two one-year extension options available at Council's discretion, subject to the conditions outlined in Clauses 4.1.1 and 4.1.2 of the contract.

A comprehensive evaluation process was undertaken, incorporating qualitative assessment criteria, tendered pricing, and consideration of Council's Buy Local Policy.

Two conforming tender submissions were received and evaluated. Details of the assessment are contained within Appendix 11.X.X – Confidential Tender Evaluation Scoring and Price Schedule.

Following evaluation, Charles Hull Contracting achieved the highest overall score and is therefore recommended as the preferred tenderer.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	4.3 Suitable housing and transport infrastructure to meet the needs of our diverse community
Strategy	4.3.2 Develop and promote an efficient, safe and connected local and regional transport network

OTHER STRATEGIC LINKS

The majority of the gravel material procured under this contract will be utilised on projects funded through the Regional Road Group Program. This program enables local governments to prioritise improvements to roads of regional significance and deliver strategic upgrades that support increasing traffic volumes and improved network performance.

STATUTORY ENVIRONMENT

The procurement process has been conducted in accordance with the relevant provisions of the Local Government Act 1995 and Council Policy FP001 – Purchasing and Procurement.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The recommended tenderer is located within the Shire of Waroona. Awarding the contract locally is expected to generate positive economic benefits for both the Shire and the broader Peel Region through local expenditure and business support.

Social - (Quality of life to community and/or affected landowners)

The gravel material supplied under this contract will be utilised primarily for road construction and maintenance projects that improve road safety, accessibility, and transport outcomes for the community.

Environment – (Impact on environment's sustainability and climate change)

The proposed material source operates under the relevant environmental approvals and licensing requirements applicable to extractive industries. Accordingly, environmental impacts are considered appropriately managed.

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Inadequate funds to cover materials for capital works projects.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	The public tender process secures pricing for the contract period and provides cost certainty for the procurement of gravel basecourse material. This assists Council in managing budget allocations and mitigating exposure to market price fluctuations during the contract term.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

Provision for the purchase of gravel basecourse material has been included within the proposed 2026/27 Budget.

Funding sources include:

- Roads to Recovery Program;
- Regional Road Group Program; and
- Council Municipal Funds.

Workforce

Nil

CONCLUSION

The tender evaluation identified two high-quality submissions. Following a comprehensive assessment against the advertised evaluation criteria, Charles Hull Contracting achieved the highest overall evaluation score.

The primary point of differentiation between submissions was the pricing component of the assessment. Based on the evaluation outcome and best value for money principles, it is recommended that Council award Tender T2526/07 – Supply and Delivery of Gravel Basecourse Material to Charles Hull Contracting.

Cr Mike Walmsley declared an interested affecting impartiality in item 11.1.2 as he is on a board with a Hull family member who is also an associate of his.

11.1.2 Tender – T2526/08 Supply and Delivery of Crushed Limestone	
File Ref:	CM.8 – Corporate Management – Tendering
Previous Items:	Nil
Applicant:	N/A
Author and Responsible Officer:	Executive Manager Infrastructure Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.1.2 – Confidential Tender Evaluation Scoring and Price Schedule

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/084

Moved: Cr Rowles

Seconded: Cr Odorisio

That Council:

- 1. agrees to award Tender T2526/08 – Supply and Delivery of Crushed Limestone to the preferred tenderer identified within Appendix 11.1.2 – Confidential Tender Evaluation Scoring and Price Schedule; and**
- 2. Requests the Chief Executive Officer (CEO) to accept the offer;**
 - a. subject to any minor negotiations;**
 - b. with the contract term commencing upon award and concluding on 30 June 2027, with two optional twelve-month extensions to 30 June 2028 and 30 June 2029 respectively, subject to the Principal's (CEO) approval and any price adjustments in accordance with Clause 4.1.2 of the Tender Conditions.**

CARRIED 7/0

IN BRIEF

The purpose of this report is to present the outcome of the tender process for Tender T2526/08 – Supply and Delivery of Crushed Limestone and seek Council approval to award the contract to the preferred tenderer.

BACKGROUND

Council's Draft Budget for 2026/27 includes funding for the procurement of crushed limestone required for the annual road construction and maintenance program.

As the anticipated expenditure exceeds \$250,000, a public tender process was undertaken in accordance with the requirements of the Local Government Act 1995 and Council's Purchasing and Procurement Policy.

A detailed specification was prepared, and the tender was publicly advertised. Tenders closed on 16 June 2026.

REPORT DETAIL

The tender sought submissions for the supply and delivery of crushed limestone to various locations throughout the Shire and to the Shire Depot, as required during the 2026/27 construction season.

Tenderers were also required to provide details of the methodology proposed for measuring and determining delivered volumes. The specification reserved Council's right to reject any proposed methodology and implement an alternative process where considered appropriate.

The tender documentation advised that submissions would be assessed against the following weighted evaluation criteria:

Evaluation Criteria	Weighting
Tendered Price	50%
Relevant Experience	15%
Tenderer Resources	15%
Demonstrated Understanding	10%
Value Adding Opportunities	10%

The specification outlined the requirements for addressing the qualitative assessment criteria.

The evaluation process adopted a best value for money approach. While price was a significant consideration, the lowest-priced submission was not automatically deemed the preferred tender. Similarly, the highest qualitative score did not guarantee appointment. The overall assessment considered each tenderer's demonstrated capability, compliance, experience, resources, and value to Council.

The proposed contract will operate until 30 June 2027, with two one-year extension options available at Council's discretion, subject to the conditions outlined in Clauses 4.1.1 and 4.1.2 of the contract.

A comprehensive evaluation process was undertaken, incorporating qualitative assessment criteria, tendered pricing, and consideration of Council's Buy Local Policy.

One conforming tender submission was received and evaluated. Details of the assessment are contained within Appendix 11.1.2 – Confidential Tender Evaluation Scoring and Price Schedule.

Following evaluation, the submission was assessed as meeting Council's requirements and represents value for money based on the advertised evaluation criteria.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	4.3 Suitable housing and transport infrastructure to meet the needs of our diverse community
Strategy	4.3.2 Develop and promote an efficient, safe and connected local and regional transport network

OTHER STRATEGIC LINKS

The majority of the crushed limestone procured under this contract will be utilised on projects funded through the Regional Road Group Program. This program enables local governments to prioritise improvements to roads of regional significance and deliver strategic upgrades that support increasing traffic volumes and improved network performance.

STATUTORY ENVIRONMENT

The procurement process has been conducted in accordance with the relevant provisions of the Local Government Act 1995 and Council Policy FP001 – Purchasing and Procurement.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The recommended tenderer is located within the Shire of Waroona. Awarding the contract locally is expected to generate positive economic benefits for both the Shire and the broader Peel Region through local expenditure and business support.

Social - (Quality of life to community and/or affected landowners)

The crushed limestone supplied under this contract will be utilised primarily for road construction and maintenance projects that improve road safety, accessibility, and transport outcomes for the community.

Environment – (Impact on environment’s sustainability and climate change)

The proposed material source operates under the relevant environmental approvals and licensing requirements applicable to extractive industries. Accordingly, environmental impacts are considered appropriately managed.

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	Inadequate funds to cover materials for capital works projects.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	The public tender process secures pricing for the contract period and provides cost certainty for the procurement of crushed limestone. This assists Council in managing budget allocations and mitigating exposure to market price fluctuations during the contract term.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil

Aboriginal Consultation - Nil

RESOURCE IMPLICATIONS

Financial

Provision for the purchase of crushed limestone has been included within the proposed 2026/27 Budget.

Funding sources include:

- Roads to Recovery Program;
- Regional Road Group Program; and
- Council Municipal Funds.

Workforce

Nil

CONCLUSION

Although only one tender submission was received, the submission was of a high standard and demonstrated the capacity, experience, and resources required to deliver the contract.

The tenderer has previously supplied crushed limestone to the Shire and has established a satisfactory performance history. Officers are therefore confident in both the quality of the material and the tenderer's ability to meet Council's operational requirements.

Based on the evaluation undertaken and the value for money assessment, it is recommended that Council award Tender T2526/08 – Supply and Delivery of Crushed Limestone to the preferred tenderer identified in the confidential evaluation report.

11.1.3 Tender – T2526/05 Buller Road Refuse Disposal Site Management	
File Ref:	CM.8 – Corporate Management – Tendering WM.5 – Waste Management
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Executive Manager Infrastructure Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.1.3 – Confidential Tender Evaluation Scoring and Price Schedule

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/085

Moved: Cr Odorisio

Seconded: Cr Mason

That Council:

1. agrees to award Tender T2526/05 Buller Road Refuse Disposal Site to A.M. Pisconeri in accordance with Appendix 11.1.3 – Confidential Tender Evaluation Scoring and Price Schedule; and
2. requests the Chief Executive Officer (CEO) to accept the offer;
 - a. subject to any minor negotiations; and
 - b. with the contract term to commence on 1 July 2026 and conclude on 30 June 2029, with three optional twelve-month extensions available, subject to the Principal's (CEO) approval, satisfactory contractor performance and any price adjustments in accordance with the Conditions of Contract.

CARRIED 7/0**IN BRIEF**

The purpose of this report is to present the outcome of the tender process for Tender T2526/05 – Buller Road Refuse Disposal Site Management and seek Council approval to award the contract to the preferred tenderer.

BACKGROUND

The Shire operates the Buller Road Refuse Disposal Site under Licence L6756/1996/11. Site management services are currently delivered under a contracted arrangement, with the existing contract due to expire on 30 June 2026.

Council's Draft Budget for 2026/27 includes provision for the continued management and operation of the facility. As the anticipated expenditure over the contract term exceeds \$250,000, a public tender process was required in accordance with the Local Government Act 1995 and Council's procurement requirements.

A detailed specification was prepared, and the tender was publicly advertised. Tenders closed on 16 June 2026.

REPORT DETAIL

The scope of works required tenderers to submit pricing for routine operational tasks associated with the management of the Buller Road Refuse Disposal Site, together with hourly rates for additional works that may be required from time to time.

The tender documentation advised that submissions would be assessed against the following weighted evaluation criteria:

Evaluation Criteria	Weighting
Tendered Price	50%
Demonstrated Capacity to Undertake the Works	25%
Relevant Experience	15%
References from Similar Clients	10%

The evaluation process adopted a best value for money approach. While price was a significant consideration, the lowest-priced submission was not automatically deemed the preferred tender. Similarly, the highest qualitative score did not guarantee appointment. The overall assessment considered each tenderer's demonstrated capability, experience, references, compliance, and overall value to Council.

The resulting contract will operate for an initial term of three years, concluding on 30 June 2029, with three optional one-year extensions available, subject to satisfactory performance and mutual agreement between the parties.

A comprehensive evaluation process was undertaken using a weighted scoring methodology that assessed both qualitative criteria and pricing. The assessment also incorporated consideration of Council's Buy Local Policy.

Two conforming tender submissions were received and evaluated. Details of the assessment are contained within Appendix 11.1.3 – Confidential Tender Evaluation Scoring and Price Schedule.

Following evaluation, AM Pisconeri achieved the highest overall evaluation score and is therefore recommended as the preferred tenderer.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living
Objective	4.2 Manage assets in a consistent and sustainable manner
Strategy	4.1.1 Plan community facilities for current and future generations

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

The procurement process has been conducted in accordance with:

- Local Government Act 1995;
- Local Government (Functions and General) Regulations 1996; and
- Council procurement requirements and policies.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The contract provides certainty regarding the ongoing management and operation of the Shire's waste facility and enables Council to effectively plan future budgets and resource allocations.

Social - (Quality of life to community and/or affected landowners)

The revised specification, together with the demonstrated capability of the recommended tenderer, is expected to improve operational standards at the facility. This will enhance the experience of residents and visitors who utilise the site and contribute positively to community satisfaction.

Environment – (Impact on environment's sustainability and climate change)

The contract maintains and reinforces the contractor's obligations regarding environmental management, regulatory compliance, and operational practices required under the facility licence and relevant environmental legislation.

Policy Implications

FP001- Purchasing and Procurement

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failure to secure an external contractor for site management, resulting in the operational functions of the waste facility needing to be undertaken internally, potentially leading to increased operational costs and resource demands.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	The public tender process secures an appropriately qualified contractor, establishes pricing certainty for the contract period, and enables Council to effectively plan future budgets while minimising financial impacts on ratepayers.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil

Aboriginal Consultation - Nil

RESOURCE IMPLICATIONS

Financial

The preferred tender submission includes provision for annual price adjustments broadly aligned with Consumer Price Index (CPI) increases throughout the contract term.

Funding for the contract has been incorporated within Council's long-term financial planning and the proposed 2026/27 Budget.

Workforce

Nil

CONCLUSION

The tender evaluation identified two high-quality submissions. Following a comprehensive assessment against the advertised evaluation criteria, AM Pisconeri achieved the highest overall evaluation score.

While both submissions demonstrated a strong capacity to deliver the required services, the primary point of differentiation was the pricing component of the evaluation.

Based on the outcome of the evaluation process and the principles of best value for money, it is recommended that Council award Tender T2526/05 – Buller Road Refuse Disposal Site Management to AM Pisconeri.

11.1.4 Tender – T2526-06 Provision of Traffic Management	
File Ref:	CM.8 – Corporate Management – Tendering
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Executive Manager Infrastructure Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.1.4 – Confidential Tender Evaluation Scoring and Price Schedule

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/086

Moved: Cr Odorisio

Seconded: Cr Vitale

That Council:

1. agrees to award Tender T2526/06 – Provisions of Traffic Management Services to SJ Traffic as outlined within Appendix 11.1.4 – Confidential Tender Evaluation Scoring and Price Schedule; and
2. requests the Chief Executive Officer (CEO) to accept the offer;
 - a. subject to any minor negotiations; and
 - b. with the contract term to commence on 1 July 2026 and conclude on 30 June 2027, with two optional twelve-month extensions available, subject to the Principal's (CEO) approval, satisfactory contractor performance and any price adjustments in accordance with the Conditions of Contract.

CARRIED 7/0**IN BRIEF**

The purpose of this report is to present the outcome of the tender process for Tender T2526/06 – Provisions of Traffic Management Services and seek Council approval to award the contract to the preferred tenderer.

BACKGROUND

The Shire regularly engages external traffic management contractors to provide traffic control services associated with road construction, road maintenance, infrastructure projects, emergency works, and other operational activities undertaken throughout the Shire.

Council's annual works programs require access to suitably qualified traffic management providers capable of preparing traffic management plans, supplying accredited personnel, and maintaining safe traffic operations in accordance with relevant legislative and Main Roads Western Australia requirements.

As the anticipated expenditure over the contract term exceeds the prescribed public tender threshold, a public tender process was undertaken in accordance with the Local Government Act 1995 and Council's Purchasing and Procurement Policy.

A detailed specification was prepared, and the tender was publicly advertised with a closing date of 16 June 2026.

REPORT DETAIL

The tender sought submissions from suitably qualified contractors to provide traffic management services for construction and maintenance works throughout the Shire of Waroona, including after-hours works where required. The Principal anticipates utilising approximately 1,200 hours of traffic management services annually, although actual requirements may vary.

The scope of works includes:

- Preparation of Traffic Management Plans and Traffic Control Diagrams;
- Provision of accredited traffic controllers and traffic management personnel;
- Traffic management for local roads and Main Roads WA controlled roads;
- Provision and maintenance of traffic control devices and associated equipment;
- After-hours and emergency traffic management services; and
- Compliance auditing and record keeping associated with traffic management operations.

The tender documentation advised that submissions would be assessed against the following weighted evaluation criteria:

Evaluation Criteria	Weighting
Tendered Price	50%
Relevant Experience	15%
Key Personnel	10%
Resources	10%
Demonstrated Understanding	10%
Value Adding	5%

The evaluation process adopted a best value for money approach. While price was a significant consideration, the lowest-priced submission was not automatically deemed the preferred tender. The overall assessment considered each tenderer's demonstrated capability, experience, personnel, resources, understanding of Council's requirements, and overall value to the Shire.

A weighted scoring methodology was utilised to assess both qualitative criteria and pricing submissions. The assessment also incorporated consideration of Council's Buy Local Policy.

A total of ten tender submissions were received. Following a compliance assessment, seven submissions were determined to be conforming and were subsequently evaluated against the weighted evaluation criteria contained within the Request for Tender documentation.

Following evaluation, SJ Traffic achieved the highest overall evaluation score and ranked first against the advertised evaluation criteria. The submission demonstrated strong capability, competitive pricing, and the resources necessary to meet the Shire's operational requirements.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Built Assets
Aspiration	To build and effectively manage our assets to continually improve our standard of living

Objective	4.3 Suitable housing and transport infrastructure to meet the needs of our diverse community
Strategy	4.3.2 Develop and promote an efficient, safe and connected local and regional transport network

OTHER STRATEGIC LINKS

Traffic management services are critical to the successful delivery of Council's capital works, maintenance programs, road safety initiatives, and externally funded infrastructure projects. Effective traffic management assists Council in maintaining safe work sites while minimising disruption to residents, visitors, and road users.

STATUTORY ENVIRONMENT

The procurement process has been conducted in accordance with:

- Local Government Act 1995;
- Local Government (Functions and General) Regulations 1996;
- Work Health and Safety Act 2020; and
- Council Policy FP001 – Purchasing and Procurement.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The establishment of a contract for traffic management services provides pricing certainty and ensures Council has access to specialist resources required to efficiently deliver road and infrastructure projects.

Social - (Quality of life to community and/or affected landowners)

Traffic management services play a critical role in protecting the safety of workers, contractors, pedestrians, cyclists, and motorists during Council works and events. The contract contributes directly to community safety outcomes and the efficient management of public infrastructure.

Environment – (Impact on environment's sustainability and climate change)

The contract has minimal direct environmental impacts. Effective traffic management can assist in reducing congestion, improving worksite efficiency, and minimising disruptions associated with infrastructure and maintenance activities.

Policy Implications

FP001 – Purchasing and Procurement Policy.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failure to secure a suitably qualified traffic management contractor may result in delays to construction and maintenance projects, increased project costs, reduced operational efficiency, and increased safety risks to workers and road users.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)

Key Controls / Treatment	The public tender process ensures suitably qualified contractors are assessed against predetermined evaluation criteria and provides Council with access to experienced traffic management providers throughout the contract term. Contract pricing and service standards are established at the commencement of the agreement, providing certainty for project planning and budgeting.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

Traffic management services are funded through operational and capital works budgets as required. Establishing a contract provides certainty regarding pricing and service availability for future projects and maintenance activities.

Workforce

The contract provides access to specialist traffic management personnel and equipment, reducing the need for Council to maintain these resources internally.

CONCLUSION

A total of ten tender submissions were received in response to Tender T2526/06 – Provision of Traffic Management Services. Following a detailed compliance assessment, seven submissions were determined to be conforming and were subsequently evaluated against the advertised weighted evaluation criteria.

The evaluation process considered both qualitative and pricing components to determine overall value for money. SJ Traffic achieved the highest overall evaluation score and demonstrated the experience, personnel, resources, and operational capability required to deliver traffic management services to the Shire.

The establishment of this contract will provide Council with access to suitably qualified traffic management services, supporting the safe and efficient delivery of road construction, maintenance, infrastructure, and operational works throughout the contract term.

Based on the outcome of the evaluation process and the principles of best value for money, it is recommended that Council award Tender T2526/06 – Provision of Traffic Management Services to SJ Traffic.

11.2 CUSTOMER & DEVELOPMENT SERVICES

Cr John Mason declared an interested affecting impartiality in item 11.2.1 as he is a life member of the Waroona Football & Netball Club.

Cr Brad Vitale declared an interested affecting impartiality in item 11.2.1 as he is a sponsor of the Waroona Football & Netball Club.

11.2.1 Application for Development Approval for Waroona Football Club Extension (Female Changeroom) – Waroona Agricultural Showgrounds	
File Ref:	TP2857
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Responsible Officer:	Kirsty Ferraro, Acting Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Appendix Numbers:	11.2.1 – Waroona Football Club Extension - Plans

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/087

Moved: Cr Rowles

Seconded: Cr Bartle

That Council approves the application for Development Approval for an extension to the existing Waroona Football Club building for the purpose of providing dedicated female changeroom facilities at the Waroona Agricultural Showgrounds (Reserve No. 8746) subject to the following conditions:

1. The development shall be carried out in accordance with the stamp-approved plans listed below, except where modified by the conditions of this approval:
 - a. Site plan;
 - b. Elevation Plan; and
 - c. Floor Plan.
2. Any damage to the local government's infrastructure (including vehicular areas) resulting from construction works shall be repaired to the specification and satisfaction of the local government.
3. Prior to the issuing of a Building Permit, a Stormwater Management Plan shall be submitted to and approved by the local government. The approved Stormwater Management Plan shall be implemented prior to occupation of the extension.
4. Colours and materials of the extension shall match those of the existing building to the satisfaction of the local government.

Advice to Applicant

1. The site is located within a mapped Aboriginal Cultural Heritage area. Separate approvals may be required under the relevant *Aboriginal Heritage Act 1972* prior the commencement of any ground disturbing works. The applicant is responsible for ensuring all statutory obligations are met before construction commences.

2. **Prior to the commencement of construction, a Building Permit is required under the *Building Act 2011*.**
3. **This is a Development Approval only and does not obviate the responsibility of the applicant to obtain necessary approvals under other legislation.**

CARRIED 7/0

IN BRIEF

- A Development Application has been submitted for an extension to the existing Waroona Football Club building at the Waroona Agricultural Showgrounds.
- The extension will provide dedicated female changeroom facilities to support the continued growth of female participation in local football.
- The proposal also includes associated works including retaining walls, footpaths and stormwater infrastructure.
- The extension is proposed on the eastern side of the existing football club building.
- The project has been fully funded by the State government (approximately \$800,000).
- The Shire of Waroona is the applicant and project owner, with delivery being undertaken by an independently appointed Project Manager.

BACKGROUND

The Waroona Football Club currently operates from the existing clubrooms located within the Waroona Agricultural Showgrounds.

The proposed extension has been designed to provide dedicated female changeroom facilities, improving accessibility and functionality for players, officials and visitors while supporting the continued growth of women's football within the community.

The extension is a single-storey brick addition with a sheet metal roof and measures approximately 9 metres by 18 metres. It incorporates:

- Open changeroom facilities;
- Toilets;
- Showers;
- Medical room;
- Umpires room; and
- Associated external works including retaining walls and pathways.

The location & submitted plans are at Appendix 11.2.1.

REPORT DETAIL

The subject land is zoned 'Urban 2 – Community and Civic' under the Shire of Waroona Local Planning Scheme No. 7 (the Scheme).

The objectives of the zone are to encourage the establishment of civic and community facilities while ensuring development contributes positively to the character and amenity of the area.

The existing football club is classified as 'club premises' under the Zoning Table of the Scheme and is a permitted land use within the zone.

The proposed extension is considered to be an appropriate addition to the existing facility. The development is modest in scale, adopts a built form that is complementary to the existing

building and will not adversely impact adjoining land uses or the ongoing operations of the Waroona Agricultural Showgrounds.

The proposal has been assessed against the requirements of Local Planning Scheme No. 7 and the Planning and Development (Local Planning Schemes) Regulations 2015 and is considered to comply with the relevant planning provisions.

Standard planning conditions relating to stormwater management, visual amenity and use of the extension have been recommended to ensure the development integrates appropriately with the existing facility.

The site is currently identified within a mapped Aboriginal Cultural Heritage area. While discussions continue between the Shire, the Department and Gnaala Karla Booja Aboriginal Corporation regarding the status of the mapped Aboriginal Cultural Heritage areas across the Waroona townsite, the current mapping remains applicable.

Accordingly, an advice note has been included reminding the applicant that separate approvals may be required prior to undertaking any ground disturbing works.

Overall, the proposal is considered to represent an appropriate expansion of an established community facility and will provide improved amenities that support equitable access to sporting infrastructure for current and future users.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	4.1 Public spaces and infrastructure that are accessible and appropriate for our community, and meet the purpose and needs of multiple users
Strategy	4.1.1 Plan community facilities for current and future generations

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

- *Shire of Waroona Local Planning Scheme No. 7.*
- *Planning and Development (Local Planning Schemes) Regulations 2015.*
- *Building Act 2001.*
- *Aboriginal Heritage Act 1972.*

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The project represents a significant investment in community sporting infrastructure through State Government funding and will improve facilities available for local sporting organisations and the wider community.

Social - (Quality of life to community and/or affected landowners)

The proposal will improve accessibility, inclusiveness and participant wellbeing by providing dedicated female changeroom facilities that meet contemporary sporting standards. The extension will enhance the functionality of the Waroona Football Club and support the continued growth of female participation in community sport.

Environment – (Impact on environment’s sustainability and climate change)

No significant environmental impacts have been identified through the planning assessment.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	There is a risk that some of the recommended conditions will cause an increase in cost of the project for the Shire of Waroona, however this has been factored into the budget for the project.
Consequence	3 - Moderate
Likelihood	4 - Likely
Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	Development approval conditions and advice notes require compliance with relevant statutory requirements prior to construction and occupation.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Nil

Aboriginal Consultation

An advice note has been recommended to be included that notifies the applicant that the extension is in a mapped Aboriginal Cultural Heritage area and that approval may be required for the shed under the requirements of the *Aboriginal Heritage Act 1972*.

The Shire continues to engage with the Department and Gnaala Karla Booja Aboriginal Corporation regarding the mapped Aboriginal Cultural Heritage areas affecting the Waroona townsite.

RESOURCE IMPLICATIONS

Financial

The project has received approximately \$800,000 in State Government funding. Assessment of the Development Application has been undertaken as part of the Shire's normal statutory planning functions. The applicant has paid the applicable development application fee.

Workforce

Administration and assessment of the Development Application has been undertaken by Customer and Development Services using existing staff resources.

CONCLUSION

The proposed extension represents an appropriate expansion of an established community facility and will provide modern, dedicated female changeroom facilities that improve the functionality and inclusiveness of the Waroona Football Club.

The proposal is consistent with the objectives of the Urban 2 – Community and Civic zone and complies with the relevant provisions of Local Planning Scheme No. 7 and the Planning and Development (Local Planning Schemes) Regulations 2015.

The development will deliver a significant community benefit through improved sporting infrastructure while having no material adverse planning impacts. Subject to the recommended conditions, the proposal is considered suitable for approval.

Ashleigh Nuttall left the meeting, the time being 4.28pm

Kathy Simpson left the meeting, the time being 4.29pm

Kathy Simpson returned to the meeting, the time being 4.30pm.

Ashleigh Nuttall returned to the meeting, the time being 4.31pm.

Cr Mike Walmsley declared an interested affecting impartiality in item 11.2.2 as he is a member of the Waroona Agricultural Society.

Cr Larry Scott declared an interested affecting impartiality in item 11.2.2 as he is a member of the Waroona Agricultural Society.

Cr Brad Vitale declared an interested affecting impartiality in item 11.2.2 as he is a member of the Waroona Agricultural Society.

11.2.2 Application for Development Approval for Shed – Waroona Agricultural Showgrounds	
File Ref:	TP2857
Previous Items:	Nil
Applicant:	Waroona Agricultural Society
Author and Responsible Officer:	Manager Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Appendix Numbers:	11.2.2 – Waroona Agricultural Society – New Shed - Location & Site Plan

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/088

Moved: Cr Rowles

Seconded: Cr Bartle

That Council approves the application for Development Approval for the construction of a shed and associated works at the Waroona Agricultural Showgrounds (Reserve No. 8746), subject to the following conditions:

- 1. The development shall be carried out in accordance with the stamp-approved plans noted below, except where modified by the conditions of this approval:**
 - a. Location Plan;**
 - b. Site Plan;**
 - c. Elevation Plan; and**
 - d. Floor Plan.**
- 2. The shed is to be set back a minimum of six (6) metres from the Parnell Street road reserve boundary, with exception to the patio as required by condition three (3) below.**
- 3. The front elevation of the shed facing Parnell Street is to be provided with:**
 - a. a combination of at least two complementary external cladding materials that cover at least two thirds of the entirety of the elevation;**
 - b. glazing with a minimum aggregate surface area of six (6) square metres; and**

- c. a front patio that extends across the entirety of the frontage with a depth of 2.4 metres and a minimum height of 2.4m.

A plan of the elevation is to be approved by the local government prior to a building permit being lodged, and the approved plan is to be implemented as part of construction works.

4. The external colour(s) and finishes of the external surfaces of the sheet metal and roller doors of the shed shall be submitted and approved by the local government prior to a building permit being lodged.
5. The approved shed shall be used for storage and ancillary community purposes only and shall not be used for industrial purposes without the prior written approval of the local government.
6. Prior to the commencement of development, engineering drawings for the proposed car park extension shall be submitted to and approved by the local government. The approved works shall be completed to the specification and satisfaction of the local government.
7. Any damage to local government infrastructure, including roads, kerbing, footpaths and other public assets, arising from construction activities shall be repaired at the applicant's cost to the specification and satisfaction of the local government.
8. Prior to the issue of a Building Permit, a Stormwater Management Plan shall be submitted to and approved by the local government. The approved Stormwater Management Plan shall be implemented prior to occupation or use of the shed.

Advice to Applicant

1. The site of the shed is within an Aboriginal Cultural Heritage Area. Separate approval may be required under the Aboriginal Heritage Act 1972. It is recommended to contact the Department of Planning, Lands and Heritage to ascertain if approvals are required prior to commencing ground disturbing works.
2. Prior to commencement of construction, a Building Permit is required to be obtained for the shed and retaining walls in accordance with the Building Act 2011.
3. This is a Development Approval only and does not obviate the responsibility of the applicant to obtain necessary approvals under other legislation.

CARRIED 7/0

IN BRIEF

- The Waroona Agricultural Society has applied for development approval to construct a storage shed and associated works at the Waroona Agricultural Showgrounds.
- The proposal includes a new storage shed, retaining walls, a concrete hardstand and modifications to the existing car parking area.
- The shed is proposed adjacent to the Waroona Bowling Club's westernmost green.
- The purpose of the shed is primarily for storage and to provide a covered and more user-friendly ticket stand for the annual show.

BACKGROUND

- The proposed shed is constructed of sheet metal.
- It measures 12m x 30m and has a wall height and ridge height of 3.6m and 4.8m respectively.
- It is set back 3m from the Parnell Street road reserve.
- The shed has 6 bays, of which some may be leased to other community groups that use the showgrounds.
- The football club car park is proposed to be modified to facilitate access to the shed.
- A location plan, the submitted site plan and elevation plans are at 11.2.2.

REPORT DETAIL

The Waroona Agricultural Showgrounds are zoned 'Urban 2 – Community and Civic' under the Shire of Waroona Local Planning Scheme No. 7 (the Scheme). The objective of the zone is to encourage the establishment of civic and community use facilities in the area and ensure that amenity and streetscapes of the zone are satisfactorily enhanced.

The use of the shed is classified as 'community purpose' under the Zoning Table of the Scheme. This is a permitted use in the zone.

Whilst the shed is a use that can be permitted in the zone, there are two points of contention with the proposal that can be addressed by conditions of approval.

The first is the street setback. The Scheme stipulates that a 6m street frontage setback is to be provided in the zone. The shed is proposed to be set back 3m from the Parnell Street road reserve boundary. Due to the size and scale of the shed, it is considered appropriate to require the shed to be set back from Parnell Street in accordance with the Scheme. This will reduce the impact of the visual massing of the shed on the occupants of the dwellings on the opposite side of Parnell Street.

The second point of contention is the design and appearance of the elevation of the shed facing Parnell Street, especially when taking into account the width and height of the elevation. The elevation is typical of an industrial style shed, comprising a large expanse of sheet metal with a roller door in the middle. As proposed, it is considered the shed would have an adverse impact on the streetscape and on the visual amenity of residents on the opposite side of Parnell Street. To improve the visual appearance of the shed, a condition has been recommended that the elevation is provided with cladding, windows and a patio. This will break up the massing of the sheet metal and ensure the visual amenity of the streetscape is enhanced.

The proposed shed is otherwise compliant with the relevant planning requirements of the Scheme and the *Planning and Development (Local Planning Schemes) Regulations 2015*. Standard conditions regarding stormwater drainage management, colour of the shed, landscaping and others have been recommended. It should be noted the shed is located within a mapped Aboriginal Cultural Heritage area and separate approvals may be required under the *Aboriginal Heritage Act 1972*. The Shire has been in discussions with the Department of Planning, Lands and Heritage about the two Aboriginal Cultural Heritage areas covering the Waroona townsite and there is a possibility that these two areas may be declassified following a cultural investigation by Gnaala Kala Boodja Aboriginal Corporation. Notwithstanding, if the Waroona Agricultural Society wish to construct the shed prior to the declassification occurring (or should the classification not occur at all), it is likely they will need to apply for approvals under the *Aboriginal Heritage Act 1972*.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Community
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Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning
Objective	4.1 Public spaces and infrastructure that are accessible and appropriate for our community, and meet the purpose and needs of multiple users
Strategy	4.1.1 Plan community facilities for current and future generations

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

- *Shire of Waroona Local Planning Scheme No. 7*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Building Act 2011*
- *Aboriginal Heritage Act 1972*

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The proposal will improve operational infrastructure at the Waroona Agricultural Showgrounds by providing additional storage capacity and enhanced facilities for the Waroona Agricultural Society and other community organisations. While the proposal is not expected to generate significant direct economic benefits, it will support the continued operation of one of the Shire's major annual community events and contribute to the ongoing functionality of an important community asset.

Social - (Quality of life to community and/or affected landowners)

The proposed development will improve the functionality and usability of the Showgrounds for a range of community organisations. Subject to the recommended conditions requiring improved setbacks and enhanced building presentation, the development is not expected to adversely impact neighbouring landowners and will contribute positively to the long-term use and presentation of the reserve.

Environment – (Impact on environment's sustainability and climate change)

Construction of the development will require the removal of a limited number of established trees and introduce additional impervious surfaces. These impacts are considered minor and can be appropriately managed through implementation of a Stormwater Management Plan and the recommended development conditions.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Financial - Projects going over budget, legal costs, insurance claims, overpayments, misuse of resources
Risk	There is a risk that some of the recommended conditions will cause an increase in cost of the project for the Waroona Agricultural Society.
Consequence	3 - Moderate
Likelihood	4 - Likely

Risk Rating, prior to treatment	High (10-19)
Key Controls / Treatment	The conditions are considered necessary to ensure the shed complies with the requirements of the Shire of Waroona Local Planning Scheme No. 7.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Due to the scale and siting of the shed, the plans were referred to a number of landowners on the southern side of Parnell Street and to the Waroona Bowling Club. During the consultation period, one submission was received from a landowner of a property on Parnell Street.

The landowner has expressed concern with the proposed 3m setback of the shed from the street and the visual impact the shed will have on the area. The landowner recommended a 5m setback be imposed and that the shed should be more visually compatible with the existing streetscape. The comments are agreed with by the reporting officer.

Aboriginal Consultation

An advice note has been recommended to be included that notifies the applicant that the shed is in a mapped Aboriginal Cultural Heritage area and that approval may be required for the shed under the requirements of the Aboriginal Heritage Act 1972.

As noted under the 'Report Detail' section of this report, the Shire has been consulting with the Department of Planning, Lands and Heritage regarding the two large Aboriginal Cultural Heritage areas mapped over the Waroona townsite.

RESOURCE IMPLICATIONS

Financial

The applicant has paid the applicable development application fee.

Workforce

Administration and assessment of the development application has been undertaken wholly by Customer and Development Services.

CONCLUSION

The proposed development represents an appropriate community facility within the Urban 2 – Community and Civic zone and will provide valuable storage and operational infrastructure for the Waroona Agricultural Society and other community organisations using the Waroona Agricultural Showgrounds.

The assessment has identified two matters requiring modification, being the reduced street setback and the presentation of the building to Parnell Street. These matters can be satisfactorily addressed through appropriately worded conditions of approval requiring amended plans prior to the issue of a Building Permit.

Subject to the recommended conditions, the proposal is considered to be consistent with the objectives of Local Planning Scheme No. 7, satisfies the relevant considerations of the Planning and Development (Local Planning Schemes) Regulations 2015, and will not result in unacceptable impacts on the surrounding locality.

Accordingly, the application is recommended for approval.

11.2.3 Council Policy EP003 – Use of Shire Land for Environmental Offset Planting	
File Ref:	EM.10 – Environmental Management – Planning
Previous Items:	OCM25/05/073
Applicant:	N/A
Author and Responsible Officer:	Director Customer & Development Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.2.3 - EP003 – Use of Shire Land for Environmental Offset Planting

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/089

Moved: Cr Rowles

Seconded: Cr Mason

That Council:

- 1. adopts Council policy EP003 – Use of Shire Land for Environmental Offset Planting, as per appendix 11.2.3;**
- 2. authorises the Chief Executive Officer to administer the Policy in accordance with its provisions; and**
- 3. notes that the Schedule of Fees and Charges adopted by Council will continue to apply, with fees for the use of Shire-managed land for environmental offset planting to be negotiated on a case-by-case basis in accordance with the Policy.**

CARRIED 7/0

IN BRIEF

- Council is requested to adopt a new Council Policy to provide a consistent framework for assessing and negotiating proposals for the use of Shire-managed land for environmental offset planting.
- In May 2025 (OCM25/05/073), Council adopted a negotiated fee structure for environmental offset planting on Shire-managed land.
- Since that time, there has been increasing interest and discussion from private developers and government agencies seeking to secure environmental offset sites within the Shire.
- While Council has established the applicable fee structure through its Schedule of Fees and Charges, no formal Council Policy currently exists to guide the assessment, negotiation and approval of these proposals.
- The proposed Policy establishes clear principles for the use of Shire-managed land, ensuring transparency, consistency and sound governance while recognising the environmental and financial value of these arrangements.

BACKGROUND

At its Ordinary Council Meeting held on 27 May 2025, Council considered the agenda item “Amendment to Fees and Charges – Use of Shire Land”.

Following consideration of the report, Council resolved to amend the Schedule of Fees and Charges to introduce a new negotiated fee for the use of Shire-managed land for

environmental offset planting (OCM25/05/073). Council further resolved that the fee be determined through negotiation, having regard to factors including the size of the land, market trends, land availability, demand and relevant environmental characteristics.

The introduction of this fee recognises the increasing demand from developers and government agencies seeking suitable land to satisfy environmental offset requirements associated with State and Commonwealth environmental approvals.

Whilst the adopted fee structure provides a mechanism for recovering an appropriate commercial return for the use of Shire-managed land, Council has not previously adopted a policy outlining how such proposals should be assessed or the principles that should guide negotiations.

The proposed Policy has therefore been prepared to complement the existing Fees and Charges by establishing a clear governance framework for the assessment and management of environmental offset proposals.

REPORT DETAIL

The Shire manages a significant and diverse portfolio of reserves and freehold land that contains a range of vegetation, habitat types and environmental values. As suitable offset land becomes increasingly scarce across Western Australia, the Shire continues to receive enquiries from private developers and government agencies seeking to utilise Shire-managed land to satisfy environmental offset obligations.

Environmental offset projects generally require long-term commitments to revegetation, weed management, pest animal control, fencing, monitoring and ongoing maintenance. These arrangements can remain in place for many years and often involve perpetual protection of environmental values.

Given the long-term implications of these agreements, it is appropriate that Council establishes a formal policy framework to guide decision-making beyond the application of a negotiated fee.

The proposed Policy provides:

- a clear statement regarding the purpose and application of environmental offset arrangements;
- guiding principles for assessing proposals;
- a consistent framework for negotiating appropriate commercial outcomes;
- consideration of environmental, strategic and financial factors when assessing proposals;
- governance arrangements regarding the negotiation and approval of agreements; and
- alignment with the Shire's Strategic Community Plan and Corporate Business Plan.

Importantly, the Policy does not create any automatic entitlement to use Shire-managed land for environmental offsets. Each proposal will continue to be assessed on its individual merits, having regard to the environmental characteristics of the land, future strategic land requirements, financial implications, community benefit and any legislative obligations.

The Policy also complements Council's existing Schedule of Fees and Charges by providing transparency regarding how environmental offset proposals will be assessed while ensuring negotiations remain flexible to reflect changing market conditions and environmental values.

The adoption of the Policy will provide greater certainty for proponents, improve consistency in decision making and strengthen governance over the long-term management of Shire-managed land.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Environment
Aspiration	To continually care for, protect and enhance our environment for the generations to come
Objective	3.1 Protect and enhance our natural assets, waterways, bushland and biodiversity
Strategy	3.1.2 Develop future plans and strategies to protect and enhance Preston Beach and the Yalgorup National Park

OTHER STRATEGIC LINKS

Shire of Waroona Strategic Community Plan

STATUTORY ENVIRONMENT

Local Government Act 1995 – Part 2 Division 2 s. 2.7

2.7 Role of Council

(1) The Council –

- (a) governs the local government's affairs; and***
- (b) is responsible for the performance of the local government's functions.***

(2) Without limiting subsection (1), the council is to –

- (a) oversee the allocation of the local government's finances and resources; and***
- (b) determine the local government's policies.***

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The proposed Policy supports sound financial management by providing a consistent framework for negotiating the use of Shire-managed land for environmental offset planting, ensuring an appropriate commercial return while facilitating responsible investment within the region.

Social - (Quality of life to community and/or affected landowners)

The proposed Policy promotes transparent and consistent decision-making regarding the use of public land, providing greater certainty for the community while ensuring proposals are assessed having regard to community interests and long-term land use outcomes.

Environment – (Impact on environment's sustainability and climate change)

The proposed Policy supports the protection and enhancement of biodiversity by providing a framework for assessing environmental offset proposals that contribute to the long-term conservation and management of Shire-managed land.

Policy Implications

The adoption of the proposed Council Policy EP003– Use of Shire Land for Environmental Offset Planting will establish a formal governance framework for the assessment and negotiation of environmental offset proposals involving Shire-managed land, complementing the existing Schedule of Fees and Charges adopted by Council.

Risk Management Implications

Context / Risk Category	Environmental - Regulatory compliance, contamination, inadequate processes
Risk	Inconsistent assessment or inadequate governance of environmental offset planting proposals may result in inappropriate use of Shire-managed land, non-compliance with environmental approval requirements, or adverse environmental outcomes.
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Adoption of the Policy establishes a consistent governance framework for assessing proposals, ensuring environmental, strategic and legislative considerations are addressed prior to approval.
Risk Acceptance	Monitor - Risk acceptable with adequate control

CONSULTATION

No consultation was undertaken in the preparation of this Policy, as it establishes an internal governance framework for the assessment and administration of environmental offset planting proposals. Consultation will be undertaken on individual proposals where required by legislation, Council policy or where considered appropriate by the Chief Executive Officer.

Aboriginal Consultation

Aboriginal consultation was not required in the preparation of this Policy. Consultation with relevant Aboriginal stakeholders will be undertaken for individual environmental offset planting proposals where required by legislation, approval conditions, or where the proposal has the potential to impact Aboriginal heritage or cultural values.

RESOURCE IMPLICATIONS

Financial

The adoption of the Policy is not expected to result in any additional expenditure. The Policy provides a governance framework for the administration of existing negotiated fees and may support the continued generation of revenue through the appropriate commercial use of Shire-managed land for environmental offset planting

Workforce

The Policy will be administered using existing staff resources and is not expected to have any impact on workforce levels or operational resourcing.

CONCLUSION

The proposed Council Policy EP003 – Use of Shire Land for Environmental Offset Planting formalises Council's existing position regarding the use of Shire-managed land for environmental offset planting following the adoption of the negotiated fee structure in May 2025. While the Schedule of Fees and Charges establish the mechanism for determining an

appropriate fee, the Policy provides a clear governance framework to guide the consistent assessment, negotiation and administration of future proposals. Adoption of the Policy will improve transparency, strengthen decision-making and ensure the ongoing management of environmental offset arrangements is undertaken in a fair, consistent and strategically aligned manner.

11.3 CORPORATE & COMMUNITY SERVICES

11.3.1 Listing of Payments for the Month of June 2026	
File Ref:	FM.3 – Financial Management – Creditors
Previous Items:	Nil
Applicant:	N/A
Author and Responsible Officer:	Senior Finance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number:	11.3.1 – Monthly Creditors Report – June 2026

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/090

Moved: Cr Vitale

Seconded: Cr Odorisio

That Council receives the following payments made throughout the month of June 2026:

Municipal	Cheque	10507 – 10513	\$	17,206.26
	EFT	45301 – 45530	\$	1,468,013.47
Direct wages	01/06/2026 – 30/06/2026 inclusive		\$	265,875.41
Direct Debit	01/06/2026 – 30/06/2026 inclusive		\$	365,330.95
Trust	Cheque	11275	\$	22,500
	EFT	45501	\$	5,500
GRAND TOTAL			\$	2,144,426.09

as per Appendix 11.3.1.

CARRIED 7/0**IN BRIEF**

The purpose of this report is to present the listing of payments made from the Shire's Municipal and Trust funds throughout the month of June 2026.

BACKGROUND

The attached appendix lists the payments from Council Municipal and Trust funds for the month applicable as per requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

As per regulation 13 of the *Local Government (Financial Management) Regulations 1996* the following information is required to be presented to Council;

- The Payee's name;
- The amount of the payment;
- The date of the Payment; and
- Sufficient information to identify the transaction.

REPORT DETAIL

As Council has delegated authority to the Chief Executive Officer to execute payments from the municipal fund and the trust fund a list of accounts paid are required to be submitted to Council showing the prescribed information.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities
Action	

OTHER STRATEGIC LINKS

Nil.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

r.13 - Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared -*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing –*
 - (a) *for each account which requires council authorisation in that month*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

Nil.

Social - (Quality of life to community and/or affected landowners)

Nil.

Environment – (Impact on environment's sustainability and climate change)

Nil.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Non-compliance with the requirements stipulated by the <i>Local Government Act 1995</i>
Consequence	3 - Moderate
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Control measures are in place whereby payments are checked and verified by two authorising officers.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Nil.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS**Financial**

Nil.

Workforce

Nil.

CONCLUSION

The listing of payments as per the attached appendix is a true reflection of the expenditure from the Municipal and Trust Fund accounts for the month of June 2026. All expenditure is accordance with the 2025/26 adopted Budget and is presented as prescribed in regulation 13 of the *Local Government (Financial Management) Regulation 1996*.

11.3.2 Statement of Financial Activity for the period ending 30 June 2026	
File Ref:	FM.1 – Financial Management – Creditors
Previous Items:	N/A
Applicant:	N/A
Author and Responsible Officer:	Manager Corporate Services; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.2 – Statement of Financial Activity for the period ending 30 June 2026

OFFICER RECOMMENDATION / COUNCIL RESOLUTION**OCM26/07/091****Moved: Cr Mason****Seconded: Cr Odorisio**

That Council receives the Statement of Financial Activity for the period ending 30 June 2026 as per Appendix 11.3.2.

CARRIED 7/0**IN BRIEF**

The purpose of this report is to present the financial position of Council as at the reporting date as per requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulation 1996.

Council is also requested to approve (if any) the budget amendments that are detailed in the Budget Amendments section of this report.

BACKGROUND

The Local Government Act 1995 in conjunction with regulation 34(1) of the Local Government (Financial Management) Regulations 1996 requires a monthly Statement of Financial Activity to be presented to Council detailing the prescribed information within 2 months after the end of the month to which the statement relates.

REPORT DETAIL

The monthly financial report recognises the financial position of the Shire of Waroona at the reporting date and contains the following information;

- (a) Annual budget estimates taking any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c) of the Local Government Act 1995 into account;
- (b) Budget estimates to the end of the month to which the statement relates;
- (c) Actual amounts of expenditure, revenue, and income to the end of the month to which the statements relate;
- (d) The material variance between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) The net current assets at the end of the month to which the statement relates.

The following information is included in the report;

- Statement of Financial Activity by nature and type
- Statement of Financial Position

- Note 1: Basis of preparation and significant accounting policies
- Note 2: Statement of Financial Activity Information
- Note 3: Explanation of Material Variances
- Note 4 - Graphical Representation - Source Statement of Financial Activity
 - Note 5: Cash and Financial Assets
 - Note 6: Cash Backed Reserve
 - Note 7: Capital Disposals and Acquisitions
 - Note 8: Grants, subsidies, and contributions
 - Note 9: Receivables
 - Note 10: Payables
 - Note 11: Rating Information
 - Note 12: Information on Borrowings
 - Note 13: Budget Amendments
 - Note 14: Trust Fund

BUDGET AMENDMENTS

There is no budget amendments proposed for this month.

Please note the statements are accurate at the time of preparation but remain subject to end-of-month processes, additional checks, regulatory updates, and any end-of-year audit adjustments. At times, agenda deadlines require the report to be finalised before all end-of-month procedures are complete. Any subsequent amendments will be processed and reflected in the accumulated balances presented in the following month's statements.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

Shire of Waroona 2025/26 Annual Budget

STATUTORY ENVIRONMENT

Local Government Act 1995

6.4. Financial report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*

6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an*

additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
- (b) is authorised in advance by resolution*; or*
- (c) is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

- (1a) In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation — committed assets means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month) in the following detail —*
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) budget estimates to the end of the relevant month; and*
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and*
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*
- (1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*
- (1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*
- (2) Each statement of financial activity is to be accompanied by documents containing —*
 - [(a)deleted]*
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) such other supporting information as is considered relevant by the local government.*
- (3) The information in a statement of financial activity must be shown according to nature classification.*
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
 - (b) recorded in the minutes of the meeting at which it is presented.*

- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

35. Financial position statement required each month

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —*
- (a) *the financial position of the local government as at the last day of the previous financial year; or*
 - (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*
- (2) *A statement of financial position must be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The Statement of Financial Activity provides Council with oversight of the Shire's current financial position and supports informed decision-making in relation to resource allocation. Accurate monthly reporting and timely budget amendments ensure the Shire maintains financial sustainability, meets funding obligations, and can continue delivering services and capital works that contribute positively to the local and regional economy.

Social - (Quality of life to community and/or affected landowners)

Regular financial reporting ensures transparency and accountability to the community, providing assurance that public funds are being managed responsibly. The proposed budget amendments (if any) support community outcomes which collectively enhance the quality of life for residents and visitors.

Environment – (Impact on environment's sustainability and climate change)

There are no direct environmental sustainability or climate change impacts arising from the monthly financial statements. Proposed amendments (if any) may indirectly support improved environmental management outcomes.

Policy Implications

All financial policies from FP001 through to FP037 may have impact on the monthly financial statements.

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failure to monitor and report the Shire's financial position accurately and in a timely manner may result in reduced organisational transparency, misinformed decision-making, budget overruns, and non-compliance with statutory reporting requirements.
Consequence	3 - Moderate
Likelihood	2 - Unlikely

Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Key controls include monthly legislative-compliant reporting, regular budget monitoring, strong internal controls, annual audits, and ongoing improvements to financial processes.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

All Shire of Waroona Officers share responsibility for sound financial management and are expected to operate in accordance with relevant regulations, policies, and procedures relating to budget allocations. Staff are consulted regarding project timing, progress, and status updates to ensure the accuracy of financial reporting. Their input is essential to maintaining reliable and compliant monthly financial statements.

Aboriginal Consultation

Not applicable for this report. The contents relate solely to financial reporting and internal budget adjustments, with no direct impact on Aboriginal stakeholders or cultural matters.

RESOURCE IMPLICATIONS

Financial

The financial implications (if any) are detailed in the Budget Amendments section of this report. Endorsement of the amendments will ensure the Shire's 2025/26 adopted budget accurately reflects current funding allocations, operational requirements, and project commitments. There is no impact on the overall closing position.

Workforce

There are no direct workforce implications arising from the monthly financial statements. However, the preparation of monthly financial reporting continues to place increasing administrative and audit compliance demands on finance staff.

CONCLUSION

The Statement of Financial Activity provides a comprehensive summary of the Shire's financial performance and position for the reporting period, fulfilling statutory obligations under the Local Government Act 1995 and associated regulations. The recommended budget amendments (if any) ensure that the 2025/26 budget remains accurate and reflective of current activities, grant funding, and operational priorities. It is therefore recommended that Council receives the Statement of Financial Activity and endorses (if any) the proposed amendments to the adopted budget.

11.3.3 FP003 – Purchase Orders Authority, and FP004 Corporate Purchasing & Credit Card Policy Amendments	
File Ref:	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews
Previous Items:	Nil
Applicant:	Not Applicable
Author and Responsible Officer:	Manager Corporate Services; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.3.3 A – FP003 – Purchase Orders Authority with tracked changes 11.3.3 B – FP004 – Corporate Purchasing & Credit Cards with tracked changes

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/092

Moved: Cr Rowles

Seconded: Cr Vitale

That Council approves amendments to Council Policy FP003 – Purchase Orders Authority and FP004 Corporate Purchasing & Credit Cards, as per Appendices 11.3.3 A and 11.3.3 B respectively.

CARRIED 7/0**IN BRIEF**

- FP003 – Purchase Orders Authority policy was last reviewed and adopted by Council in June 2026.
- FP004 – Corporate Purchasing & Credit Cards was last reviewed in and adopted in June 2026.
- Amend Policy FP003 – Purchase Orders Authority to reflect current employee position titles.
- Amend Policy FP004 – Corporate Purchasing and Credit Cards policy to remove the Building Maintenance Coordinator position.

BACKGROUND

The objectives of the Council's Policies are:

- To provide Council with a formal written record of policy decisions.
- To provide Council staff with clear direction to respond to issues and act in accordance with the Council's direction.
- To enable Councillors to adequately handle general enquiries relating to the role of Council.
- To enable the Council to maintain a process to continually review policy decisions and to ensure they are keeping with the community expectations, current legislation trends and circumstances.
- To enable residents to obtain immediate advice on matters of Council Policy.

Council policies 'FP003 – Purchase Orders Authority' and 'FP004 Corporate Purchasing & Credit Cards' are essential and used daily. These policies ensure strict compliance with accounting regulations and internal controls.

REPORT DETAIL

It is recommended that Council approve the following amendments to FP003 – Purchase Orders Authority:

Recommendation
Amend to reflect employee current title positions:
<i>Building Maintenance Coordinator to Coordinator Facilities</i> - Authority to issue orders of an operational or capital nature with relation to building maintenance up to \$2,000 <i>Parks and Gardens Coordinator to Parks and Gardens Supervisor</i> - Authority to issue orders of an operational nature with relation to parks & gardens maintenance up to \$2,000 Remove – Asset Services Officer

It is recommended that Council approve the following amendments to FP004 – Corporate Purchasing and Credit Cards:

Recommendation
Amend list of individual card holders:
Remove – Building Maintenance Coordinator
Business Credit Card Facility
Decrease value to \$68,000

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which FP004 operate.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

Changes to purchase order authorities and credit card spending limits will have no effect on budgeted funds and spending.

Social - (Quality of life to community and/or affected landowners)

Nil

Environment – (Impact on environment's sustainability and climate change)

Nil

Policy Implications

FP003 and FP004 are due to be reviewed again in March 2028 or earlier as required.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	Failing to regularly review policies may indicate poor governance, and result in non-compliance with legislative requirements and unclear direction to employees.
Consequence	3 - Moderate
Likelihood	3 - Possible
Risk Rating, prior to treatment	Moderate (4-9)
Key Controls / Treatment	Council's endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

Nil

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS**Financial**

Nil

Workforce

Not applicable.

CONCLUSION

Council is advised to approve amendments to FP003 – Purchase Orders Authority, and FP004 - Corporate Purchasing & Credit Cards to reflect the current employee position titles.

11.3.4 Amendments to Register of Delegations	
File Ref:	GO.4 – Governance – Authorisations – Delegations and Authorisations
Previous Items:	18.3.4 – Amendments to Register of Delegations - OCM25/10/140
Applicant:	Nil
Author and Responsible Officer:	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Appendix Numbers:	11.3.4 – Register of Delegations - reviewed July 2026 - with tracked changes

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/093

Moved: Cr Scott

Seconded: Cr Mason

That Council:

- 1. amends delegation 2.13.6, contained within the Register of Delegations – Council to Committees and Chief Executive Officer, for the Fencing Local Law 2026 which includes express powers or duties of the Local Government, for delegation to the Chief Executive Officer; and**
- 2. endorses the revised and amended Register of Delegations as per Appendix 11.3.4.**

CARRIED 7/0

IN BRIEF

Amendments to the Register of Delegations – Council to Committees and Chief Executive Officer are required following repeal of the Shire of Waroona Fencing Local Law 2014 and ascension of the Shire of Waroona Fencing Local Law 2026.

BACKGROUND

The aim and purpose of delegated authority is to assist with the efficiency of local government activities by way of quicker decisions. In accordance with the *Local Government Act 1995* and other legislation, Council may delegate its functions, duties and powers to the Chief Executive Officer (CEO) to assist with efficient and timely decision making.

Included in the Register of Delegations are express powers or duties under the Shire of Waroona Fencing Local Law 2026 (Fencing Local Law) which Council has delegated to the Chief Executive Officer.

The Fencing Local Law was recently reviewed and published in the *Western Australian Government Gazette* on 6 March 2026. As a result, the list of express powers or duties delegated under delegation 2.13.6 has been revised and requires amendment.

REPORT DETAIL

Amendments to the Register of Delegations are recommended following a review of Council's express powers or duties delegated under Council's recently made Shire of Waroona

Fencing Local Law 2026. To reflect the amendments recently made to the Fencing Local Law, it is recommended that Council amend the list of express powers or duties delegated, under delegation 2.13.6, in the manner set out below.

Express Power of Duty Clause	Recommended Amendment
cl.2.1 Sufficient fences	Remove. Express duty/power no longer exists
cl.2.4 Depositing fencing material on public place	Remove. Express duty/power no longer exists
cl.2.5 Alteration of ground levels	Remove. Express duty/power no longer exists
cl.2.8 Fences across rights-of-way, public access ways or thoroughfares	Remove. Express duty/power no longer exists
(2026) cl. 2.8 Prohibited fencing materials	Amend to read: Prohibited fencing materials.
cl.2.9 General discretion of the local government	Remove. Express duty/power no longer exists
cl.2.10 Pre-used fencing materials	Remove. Express duty/power no longer exists
cl.2.11 Barbed wire fences and spiked or jagged materials	Remove. Express duty/power no longer exists
cl.2.12 Electrified and razor wire fences	Remove. Express duty/power no longer exists
cl.2.14 Tennis court fencing	Remove. Express duty/power no longer exists
cl.2.15 Estate fencing	Remove. Express duty/power no longer exists
cl.3.1 Application for approval	Remove. Express duty/power no longer exists
cl.3.2 Decision on application for approval	Remove. Express duty/power no longer exists
cl.3.4 Duration of approval	Retain clause.
cl.5.1 Notices of breach	Remove. Express duty/power no longer exists
Sch.2 Residential lot	Remove. Express duty/power no longer exists
Sch.3 Commercial lot	Remove. Express duty/power no longer exists
Sch.3A Industrial lot	Remove. Express duty/power no longer exists
Sch.4 Rural lot	Remove. Express duty/power no longer exists
Sch.5 Electrified fence licence	Remove. Express duty/power no longer exists
Sch.6 Razor wire fence licence	Remove. Express duty/power no longer exists

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 3 - Functions of local governments

Division 2 - Legislative functions of local governments

s. 3.5. Legislative power of local governments

- (1) A local government may make local laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.

Part 5 – Administration

Division 4 – Local Government Employees

s.5.42 Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

Nil

Social - (Quality of life to community and/or affected landowners)

Nil

Environment – (Impact on environment's sustainability and climate change)

Nil

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Failing to endorse the amendments to, and update Council's Register of Delegations, would result in non-compliance with

	the <i>Local Government Act 1995</i> , where delegations or express powers do not reflect current practice.
Consequence	1 - Insignificant
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Low (1-3)
Key Controls / Treatment	Council's endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Monitor - Risk acceptable with adequate control

CONSULTATION

Nil

Aboriginal Consultation

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

CONCLUSION

Delegation of Council duties and powers to the Chief Executive Officer, and subsequent sub-delegation to relevant Shire employees where required, is a proven effective organisational tool that enhances productivity and supports effective customer service and timely decision making.

Amendments to delegation 2.13.6 Application of Shire of Waroona Fencing Local Law 2026 within Council's Register of Delegations – Council to Committees and Chief Executive Officer are required, to align Council's express powers or duties delegated to the CEO to those contained within the updated Shire of Waroona's Fencing Local Law 2026, following repeal of the 2014 Fencing Local Law.

11.3.5 Corporate Business Plan – Annual Summary Report – July 2025 to June 2026	
File Ref:	CM.4 – Corporate Management Planning – Business Plans – Principal Activity Plan
Previous Items:	Nil
Applicant:	Not applicable
Author and Responsible Officer:	Senior Governance Officer; Director Corporate & Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.3.5 – 2025-2029 Corporate Business Plan – Annual Summary Report JUL 2025 to JUN 2026

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/094

Moved: Cr Rowles

Seconded: Cr Vitale

That Council receives the Corporate Business Plan – Annual Summary Report July 2025 to June 2026 as per Appendix 11.3.5.

CARRIED 7/0

IN BRIEF

Comments have been provided by responsible officers against Towards Waroona 2034 - Corporate Business Plan 2025 - 2029 projects and actions for the period covering 1 July 2025 to 30 June 2026. Council is requested to review and receive the Corporate Business Plan – Annual Summary Report – July 2025 to June 2026.

BACKGROUND

In accordance with Section 5.56 of the *Local Government Act 1995*, all local governments in Western Australia are required to effectively plan for the future, with guidance provided in the Department Local Government Industry Regulation & Safety's Integrated Planning & Reporting Framework. The intent of the framework is to ensure that priorities and services provided by the local government are aligned with community needs and aspirations and, in doing so, facilitate a shift from a short-term resource focus to long-term sustainability.

The Corporate Business Plan is the Shire of Waroona's four-year planning document and one of the core components of the Shire's Integrated Planning and Reporting Framework. It gives effect to a four-year period of the Strategic Community Plan and is pivotal in ensuring that the short and medium-term commitments are both strategically aligned and affordable.

A Corporate Business Plan annual summary report has been prepared for Council to summarise progress against all agreed projects and actions during the 2025/2026 period and provide an update on the implementation of the Plan's objectives and strategies.

REPORT DETAIL

The Annual Summary Report structure reflects that set out in the Corporate Business Plan 2025 - 2029. Actions and projects are grouped under objectives, which align with the strategies from the five key focus areas and aspirations in the Strategic Community Plan: Our Community, Our Economy, Our Environment, Our Built Assets, and Our Leadership.

A brief summary has been provided against most projects and actions by the responsible officer and lead department.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies
Strategy	5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional development opportunities

OTHER STRATEGIC LINKS

Towards Waroona 2034 – Corporate Business Plan 2025 - 2029

STATUTORY ENVIRONMENT

Not Applicable

SUSTAINABILITY & RISK CONSIDERATIONS

Economic - (Impact on the Economy of the Shire and Region)

The report summarises activities and progress made against agreed Corporate Business Plan economic objectives.

Social - (Quality of life to community and/or affected landowners)

The report summarises activities and progress made against agreed Corporate Business Plan community objectives.

Environment – (Impact on environment's sustainability and climate change)

The report summarises activities and progress made against agreed Corporate Business Plan environmental objectives.

Policy Implications

Nil.

Risk Management Implications

Context / Risk Category	Reputation - Public perception, poor customer service, sub standard work, corruption
Risk	A councillor may subsequently be uninformed in the event they receive an enquiry from a member of the community regarding progress made against planned Shire projects, as they have not received regular updates against planned corporate business objectives.
Consequence	2 - Minor
Likelihood	2 - Unlikely
Risk Rating, prior to treatment	Moderate (4-9)

Key Controls / Treatment	Council's endorsement of the recommendation of this report will mitigate the likelihood of this risk coming into effect.
Risk Acceptance	Accept - Risk acceptable with adequate controls

CONSULTATION

Reports of annual progress made against Corporate Business Plan projects and actions have been provided by assigned responsible officers across all Shire departments.

Aboriginal Consultation

Nil.

RESOURCE IMPLICATIONS

Financial

Nil.

Workforce

Nil.

CONCLUSION

A Corporate Business Plan annual summary report has been prepared for Council to summarise progress against all agreed projects and actions during the 2025/2026 period and provide an update on the implementation of the Plan's objectives and strategies. Council is requested to review and receive the Corporate Business Plan – Annual Summary Report July 2025 to June 2026.

11.4 CHIEF EXECUTIVE OFFICER

Nil.

11.5 ITEMS FOR INFORMATION

11.5.1 WALGA – People and Culture Conference	
File Ref:	GO.3 – Governance – Reporting
Previous Items:	Nil
Applicant:	Shire of Waroona
Author and Responsible Officer:	Director Customer & Development Services; Workplace Services Officer; Local Government Administration Trainee
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Numbers:	11.5.1 – WALGA People & Culture – Wrap Up

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OCM26/07/095

Moved: Cr Mason

Seconded: Cr Rowles

That Council notes the report on the attendance and presentation by the Director Customer & Development Services, Workplace Services Officer and Local Government Administration Trainee at the WALGA People and Culture Seminar 2026.

CARRIED 7/0**IN BRIEF**

The Director Customer & Development Services, Workplace Services Officer and Local Government Administration Trainee attended the WALGA People and Culture Seminar 2026 on 3 July 2026.

The seminar provided valuable insights into contemporary workforce issues affecting local government, including leadership in an increasingly AI-enabled workplace, mental health and wellbeing, workforce capability, industrial relations, governance, and succession planning. The seminar also provided an opportunity for the Shire of Waroona to contribute to the sector through participation in a panel discussion showcasing the Shire's traineeship pathway and workforce development initiatives.

The knowledge gained from the seminar will assist in the continued development of the Shire's workforce planning, leadership capability, employee wellbeing initiatives and professional development programs.

BACKGROUND

In accordance with Management Practice HRM012 – Staff Training and Professional Development, staff who attend approved professional development activities are required to prepare a report outlining the key learnings, organisational benefits and opportunities for implementation within the workplace.

Attendance at the WALGA People and Culture Seminar 2026 aligned directly with the Shire's strategic focus on developing a capable workforce, strengthening organisational culture and supporting contemporary people management practices.

The seminar was attended by the Director Customer & Development Services, Workplace Services Officer and Local Government Administration Trainee. In addition to attending the

seminar, the Director Customer & Development Services and Local Government Administration Trainee were invited by WALGA to present as panellists during the session 'Building Capability, Confidence and Long-Term Careers in Local Government'. The invitation recognised the Shire's commitment to workforce development, positive organisational culture and the success of its structured traineeship pathway.

As part of this invitation, WALGA waived the conference registration fees for both the Director Customer & Development Services and the Local Government Administration Trainee in recognition of their contribution to the seminar.

REPORT DETAIL

The WALGA People and Culture Seminar brought together local government professionals from across Western Australia to discuss emerging workforce challenges, legislative developments and contemporary people management practices.

Functions of the Local Government Inspector

Tony Brown, Local Government Inspector, presented on the role and functions of the Local Government Inspector.

A key message from the presentation was the importance of engaging with the Inspector early when governance or organisational issues begin to emerge. Early intervention allows the Inspector to work collaboratively with local governments to provide guidance and support before issues escalate into more significant governance concerns. This reinforced the value of seeking assistance proactively rather than viewing the Inspector solely as a regulatory body.

The Human Edge – Leadership in an AI Focused World

Anne Lingafelter from Gallup presented on leadership in an increasingly AI-enabled workplace.

The presentation highlighted that while artificial intelligence has significant potential to improve efficiency, automate administrative tasks and enhance decision making through better access to information, it cannot replace the human qualities required for effective leadership. Empathy, trust, coaching, emotional intelligence and meaningful employee engagement remain critical to creating high-performing workplaces.

The session reinforced that AI should be viewed as a tool to support people rather than replace the human connection that underpins successful leadership.

Mediating Disputes – Why It Is Right for Your Workplace

Commissioner Toni Emmanuel from the WA Industrial Relations Commission discussed the benefits of workplace mediation and practical approaches to resolving conflict.

The presentation demonstrated how early, structured mediation can preserve working relationships, reduce escalation and provide more sustainable outcomes than adversarial processes. Practical guidance was provided on identifying appropriate situations for mediation and establishing an environment where all parties can participate openly and constructively.

Local Government Skills Audit

Adam Halliwell from Public Skills Australia presented findings from the Local Government Skills Audit, with a particular focus on Western Australian local governments.

The presentation identified the increasing importance of workforce planning, succession planning, leadership development and attracting younger people into the sector. The findings reinforced many of the workforce challenges already being experienced across regional local government, including skills shortages and the importance of developing internal talent pipelines.

Mental Health at Work

Darrin Brandis from PeopleSense Psychology and Wellbeing presented on proactive approaches to mental health and wellbeing in local government workplaces.

The session focused on creating psychologically healthy workplaces through preventative strategies rather than responding only when issues arise. Topics included recognising early warning signs, supporting employee wellbeing, reducing psychosocial risks and fostering a workplace culture where employees feel safe to seek assistance.

Many of these concepts align with the Shire's ongoing commitment to employee wellbeing through initiatives such as the Employee Assistance Program and broader workforce wellbeing initiatives.

Building Capability, Confidence and Long-Term Careers in Local Government

One of the highlights of the seminar was a panel discussion facilitated by WALGA focusing on workforce development and career pathways within local government.

The Director Customer & Development Services and the Shire's Local Government Administration Trainee were invited by WALGA to participate as panellists alongside representatives from across the sector.

The Director Customer & Development Services shared her own local government career journey, commencing as a trainee approximately 30 years ago before progressing through a range of operational and leadership roles to her current position as Director. The presentation also highlighted the Shire's deliberate approach to building organisational culture, recognising that positive workplace culture does not occur by chance but requires intentional planning and investment. The Shire's Workforce Plan, including the development of structured traineeship pathways, was presented as a practical example of this approach.

The Local Government Administration Trainee spoke about her decision to commence a traineeship after completing Year 12, explaining how the opportunity to work across multiple service areas has provided valuable exposure to the breadth of careers available within local government and assisted her in exploring future career pathways.

The panel also included Dylan from the Shire of Dumbleyung, who discussed the Diploma of Local Government qualification, and Andrew Trosic, Director of Planning at the Shire of Serpentine Jarrahdale, who also lectures at Curtin University and serves as a WALGA assessor.

Participation on the panel provided an excellent opportunity to showcase the Shire of Waroona as an employer of choice and demonstrate the organisation's commitment to workforce development and supporting future local government professionals.

Managing an Ageing Workforce

Samantha Maddern from Mills Oakley concluded the seminar with a presentation on managing an ageing workforce.

The presentation emphasised the importance of ensuring discussions regarding retirement are initiated by employees rather than employers and highlighted the need for transparency, respect and appropriate support throughout the retirement planning process.

Ms Maddern recommended that retirement discussions be conducted with an independent third person present where appropriate and shared practical examples illustrating the legal and organisational risks when these conversations are handled poorly.

The presentation reinforced the importance of balancing workforce planning with respectful and legally compliant employment practices.

Organisational Benefits

Attendance at the seminar has provided valuable knowledge that will support the ongoing implementation of the Shire's Workforce Plan and People and Culture initiatives.

Key opportunities identified include:

- continuing to strengthen the Shire's traineeship and workforce development pathways;
- incorporating contemporary leadership and AI considerations into management practices;
- promoting proactive mental health and wellbeing initiatives;
- considering mediation as an effective workplace conflict resolution tool where appropriate;
- applying insights from the Local Government Skills Audit to future workforce planning and succession planning; and
- ensuring retirement planning discussions remain employee-led, respectful and consistent with best practice employment principles.

The opportunity for the Shire to participate as a panel presenter was also a significant recognition of the organisation's commitment to workforce development and provided positive exposure for the Shire within the Western Australian local government sector.

An additional benefit was the opportunity for the Workplace Services Officer and the Local Government Administration Trainee to attend a sector conference for the first time.

Attendance provided valuable exposure to the broader local government industry, enabling them to network with peers from other local governments, gain insight into sector-wide challenges and initiatives, and further develop their professional knowledge and confidence.

STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN

Focus Area	Our Leadership
Aspiration	To embed strong leadership through good governance, effective communication and ensuring value for money
Objective	5.2 Develop a skilled, safe and compliant organisation
Strategy	5.2.1 Employ, maintain and retain a skilled workforce

OTHER STRATEGIC LINKS

Shire of Waroona Workforce Plan 2026 - 2030

STATUTORY ENVIRONMENT

There are no statutory implications associated with this report. The report has been prepared in accordance with the Shire's Management Practice HRM012 – Staff Training and Professional Development.

SUSTAINABILITY & RISK CONSIDERATIONS***Economic - (Impact on the Economy of the Shire and Region)***

Attendance at the seminar supports workforce capability and the delivery of efficient, contemporary local government services. The conference fee waiver provided by WALGA for the Director Customer & Development Services and Local Government Administration Trainee also reduced the cost of attendance to the Shire.

Social - (Quality of life to community and/or affected landowners)

Improved workforce capability, leadership development and employee wellbeing contribute to a positive organisational culture and enhance the Shire's ability to deliver quality services to the community. Attendance also supported professional networking and development opportunities for emerging local government professionals, strengthening workforce capability and succession planning.

Environment – (Impact on environment's sustainability and climate change)

There are no direct environmental or climate change implications associated with this report.

Policy Implications

Nil

Risk Management Implications

Context / Risk Category	Operational - Adverse effects on core business, business continuity, human resource risks, loss of knowledge
Risk	Workforce capability may decline if employees are not provided with opportunities to maintain contemporary knowledge and skills, resulting in reduced organisational effectiveness and service delivery.
Consequence	2 - Minor
Likelihood	1 - Rare
Risk Rating, prior to treatment	Low (1-3)
Key Controls / Treatment	Workforce planning, professional development programs, performance development and training plans.
Risk Acceptance	Accept - Risk acceptable

CONSULTATION

N/A

Aboriginal Consultation

N/A

RESOURCE IMPLICATIONS

Financial

The cost of attendance was met from the approved 2025/26 staff training and professional development budget. As the Director Customer & Development Services and Local Government Administration Trainee were invited by WALGA to present at the seminar, their conference registration fees were waived, reducing the overall cost to the Shire.

Workforce

Attendance was managed to minimise operational impacts, with normal service delivery maintained. The knowledge and skills gained from the seminar will contribute to workforce capability, leadership development and the ongoing implementation of the Shire's Workforce Plan through the application and sharing of contemporary people management practices.

CONCLUSION

Attendance at the WALGA People and Culture Seminar 2026 provided valuable professional development opportunities for the Director Customer & Development Services, Workplace Services Officer and Local Government Administration Trainee. The seminar delivered practical insights into contemporary workforce challenges, leadership, employee wellbeing, governance and workforce planning that will support the Shire's ongoing people and culture initiatives.

The invitation for the Director Customer & Development Services and Local Government Administration Trainee to present as panellists recognised the Shire's commitment to developing a positive organisational culture and investing in future local government professionals. It also provided an opportunity to showcase the Shire of Waroona's workforce development initiatives to the broader local government sector.

The knowledge gained through attendance will be shared across the organisation where appropriate and will assist in informing future workforce planning, leadership development and people management practices.

12. BUSINESS LEFT OVER FROM A PREVIOUS MEETING

Nil

13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14. NOTICE OF MOTIONS FOR CONSIDERATION AT A FOLLOWING MEETING

Nil

15. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Nil

16. CLOSURE OF MEETING

The meeting was closed at 4.41pm

I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE ORDINARY COUNCIL MEETING HELD Tuesday 25 August 2026 AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS.

.....
PRESIDING MEMBER

.....
DATE



APPENDICES INDEX

ORDINARY COUNCIL MEETING

28 July 2026

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MINUTES

Peel Regional Leaders Forum (Inc)

69th General Meeting to be held at Shire of Murray
Thursday 18 June 2026, commencing at 12.00pm

1. ATTENDANCE AND APOLOGIES

Attendance:

Cr Mike Walmsley	President, Shire of Waroona (Chair)
Cr Doug McLarty	President, Shire of Murray (Deputy Chair)
Casey Mihovilovich	CEO, City of Mandurah (Treasurer)
Dean Unsworth	CEO, Shire of Murray (Secretary)
Cr Eugene Smalberger	President, Shire of Boddington
Julie Burton	CEO, Shire of Boddington
Mayor Amber Kearns	Mayor, City of Mandurah
Cr Rob Coales	President, Shire of Serpentine Jarrahdale
Paul Martin	CEO, Shire of Serpentine Jarrahdale
Ashleigh Nuttall	Acting CEO, Shire of Waroona
Geoff Hart-Davies	Chair, Peel Community Development Group
Steve Pretzel	Director, PX2 Pty Ltd

Secretariat	EA to the Mayor, City of Mandurah
-------------	-----------------------------------

Apologies:

Paddi Creevey	Chair, 5 Rivers NRM
Jane O'Malley	CEO, 5 Rivers NRM
Nicci Lambert	Deputy Chair, Peel Community Development Group
Mark Goodlet	CEO, Shire of Waroona
John Erren	Chair, Regional Development Australia Peel
Adrian Parker	Director, Peel Development Commission (Observer)
Andrew Ward	CEO, Peel Development Commission (Observer)
Myri Riddy	Chair, Peel Development Commission (Observer)
Adrian Parker	Director, Peel Development Commission (Observer)

Chair Shire President Mike Walmsley declared the meeting open at 12:03pm

2. CONFIRMATION OF PREVIOUS MINUTES / BUSINESS ARISING – 19 February 2026 [Appendix 1]

Recommendation:

That the minutes of the previous meeting held on 19 February 2026 be confirmed.

Motion:

Moved: Shire President McLarty

Seconded: Geoff Hart-Davies

Carried Unanimously

3. FINANCE REPORT

The Financial Performance Report for the period ended 31 May 2026 is provided [Appendix 2].

Discussion occurred and supported by those present.

4. OUTSTANDING ACTIONS REPORT [Appendix 3]

APPENDIX 3 Peel Regional Leaders Forum Action List (updated 1 July 2026)				
Date / Item	Description	Responsible	Due Date	Comments
18/06/2026	Proposal to form a Peel Delegation to Canberra re. water initiative	DU		Proposing 1 person from each LG to form part of a collective and travel as a delegation to Canberra in February/March 2027. 1 major project, being water, as the 1 key overarching issue that needs attention at a national level, each agency pitch on of their individual projects.
25/08/22 General Business	Policy Position Statement on Mining in Peel Region	Chair	Ongoing	- Formal position statement and background document complete - Meeting held with Minister Whitby's Chief Policy Advisor - Meeting held with JTSI to seek independent engagement on MMPs and state agreement reviews - Alcoa engaging facilitator for working group meetings - Invite Newmont to present to future meeting
26/8/21 Item 1	Water Supply Initiative	Chair	Ongoing	- Need to arrange a meeting with Min. Punch – June 2025 - Meeting with Min. McGurk - Final report & LGA snapshots endorsed Nov 2023 - Invitations sent to Ministers McGurk, Punch & Jarvis to present report and recommendations. - Invite Harvey Water to present at next PRLF meeting, Chair to share contact details with Secretariat

4. GENERAL BUSINESS

5.1. Perth – Manjimup Trail and Adventure Bike Trail Update [Appendix 4]

Author: Steve Pretzel, PX2 Pty Ltd, Project Consultant

Date of Report: 10 June 2026

Background:

The Perth – Manjimup Trail and Adventure Bike Trails is a project of the Recreational Trailbike Riders' Association (RTRA) with funding opportunities from CITS and the Shire of Manjimup.

The intention is to create a long-distance trail for motorcyclists, as much as practical on unsealed roads, and to generate economic benefit for the Shires and towns along the way.

A Trails Proposal, conforming to the DBCA Trails Development Process has been endorsed and route planning is currently underway.

Supporting Documentation:

Refer to Report [Appendix 4]

Recommendation:

For noting and to provide members with the opportunity to ask any questions.

The report was considered and questions were responded to by Mr Pretzel.

5.2. Wind Farms Statement [Appendix 5]

Author: Mark Goodlet, CEO, Shire of Waroona

Background:

The draft Statement is a declaration on behalf of the Peel Region community which, through Peel Alliance member organisations, comes from a deep understanding of the environmental values of the region, both through the science and history. Over the years Peel Alliance members have collected and interpreted the biological and ecological data that informs its positions on the environment. Peel Alliance member organisations have also witnessed and intervened in human activity to put guard rails on unacceptable corporate behaviour as well as to support actions that align with its values.

The three pillars of the Peel Alliance are economic development, environmental sustainability and social well-being. These pillars are not independent from each other and it is in this context that the Peel Alliance is making this Statement.

One of the roles of the Peel Alliance is to view the strategic horizon and anticipate impacts on the Region. This is the case for the renewable energy sector and its development. Solar farms and batteries are a welcome contribution to the Region and a good fit geographically and economically. Geothermal energy has potential to contribute. The same may not be true of wind farms in the Peel Region and this Policy Statement is designed to address this issue before any development proposals impact the Region.

Supporting Documentation:

Refer to Report [Appendix 5]

Recommendation:

That the Peel Regional Leaders Forum Inc:

1. Endorses the attached “Policy Statement 2 - Wind Farm Exclusion Zones for Ramsar Wetlands and Northern Jarrah Forests in the Peel Region; and
2. Inform its Swan Coastal Plain and Northern Jarrah Forest local government neighbours of its position

Motion:

Mover: Shire President Walmsley

Seconder: Mayor Kearns

Carried Unanimously

**5.3. Policy Statement 3 – Alcoa and Modernising of the State Agreements
[Appendix 6]**

Author: Mark Goodlet, CEO, Shire of Waroona

Background:

The attached Policy Statement 3 - Alcoa and Modernising of the State Agreements, is a draft joint position recommended for adoption. It contains three propositions:

1. Removal of clauses within the State Mining Agreements which prevent other than unimproved land rating of the land;
2. Accountability/reporting on provision of benefits; and
3. Classification of Alcoa agreed Mining Avoidance Zones as Conservation Land in alignment with the nomenclature of the State Mining Agreement

In December 2023 the State Government announced its intention to modernise a State Mining Agreements, particularly in relation to environmental provisions. In addition to this the content of State Mining Agreements has been evolving in the past two decades to include provisions for negotiations with local governments on community benefits.

The Auditor General has also reported to Parliament on deficiencies with accountability on assessment of the delivery of benefits required within State Mining Agreements.

Alcoa has also been party to agreeing to certain mining avoidance zones in and around Dwellingup and the north end of Lane Poole Reserve.

Supporting Documentation:

Refer to Report [Appendix 6]

Recommendation:

That the Peel Regional Leaders Forum Inc. endorses the attached “Policy Statement 3 – Alcoa and

Modernising of the State Agreements”.

Motion:

Mover: Shire President McLarty

Seconder: Shire President Smalberger

Carried Unanimously

5.4. Other General Business

- Dean Unsworth raised the Peel Water Supply Initiative and suggested a collective delegation to Canberra in early 2027, with one representative from each local government, to advocate for regional water supply priorities. It was agreed this be added to the actions list for further discussions and planning.
- Paul Martin noted the Shire of Serpentine Jarrahdale had endorsed Mundijong infill sewer as a Government-led advocacy priority for the next Federal and State Government elections. It was agreed the matter would be taken offline with CEOs, as it may also be an issue for other Peel councils.
- Geoff Hart-Davies noted that PCDG has undertaken a strategic planning exercise, updated its approach to community engagement and operations. He advised that increasing advocacy support were placing pressure on the CEO-led board, with discussion underway with PDC, and RDA regarding potential support.

6. DATE AND TIME OF NEXT MEETING

The 70th General Meeting of the Peel Regional Leaders Forum is proposed to be held on 18 November 2026 at Shire of Serpentine Jarrahdale.

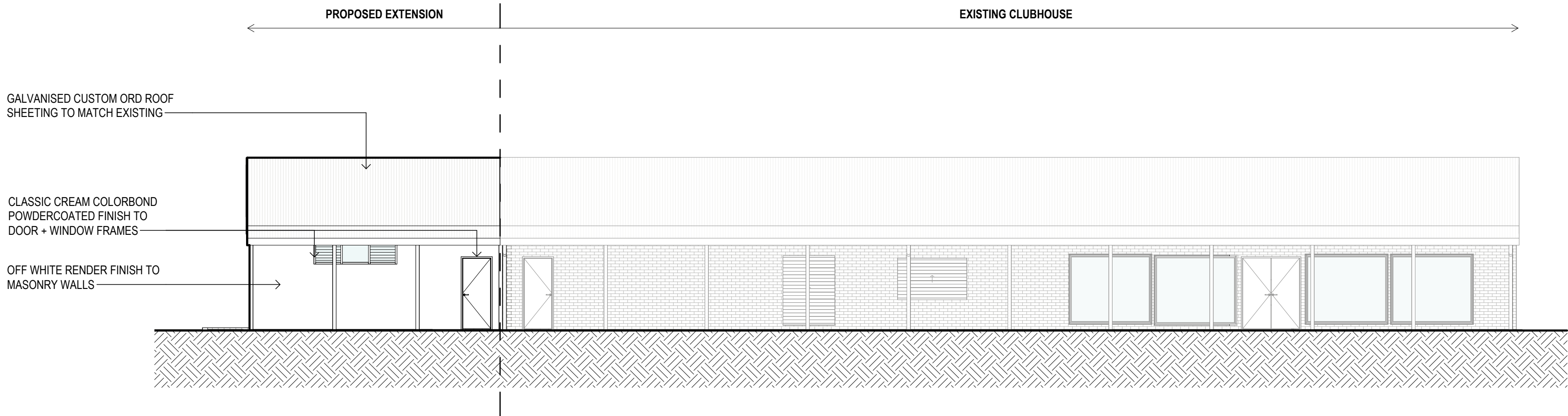
The meeting concluded at 12:54pm.



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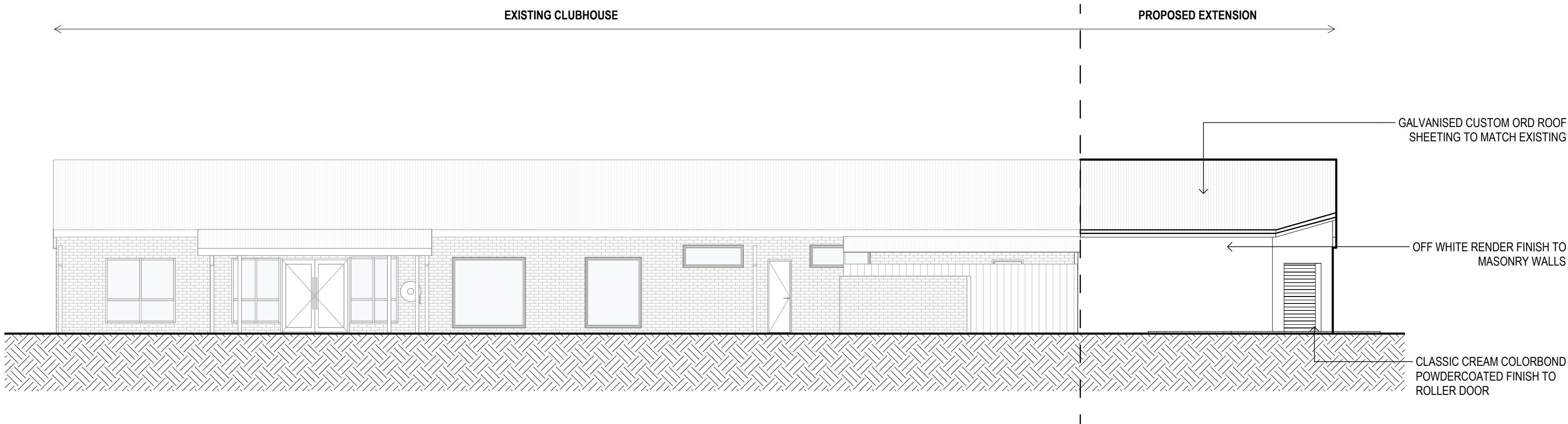
AMENDMENTS

REV	DESCRIPTION	AUTH	CHK	DATE
1	Concept Design Issue	LF	S.O. W.	18.05.2026

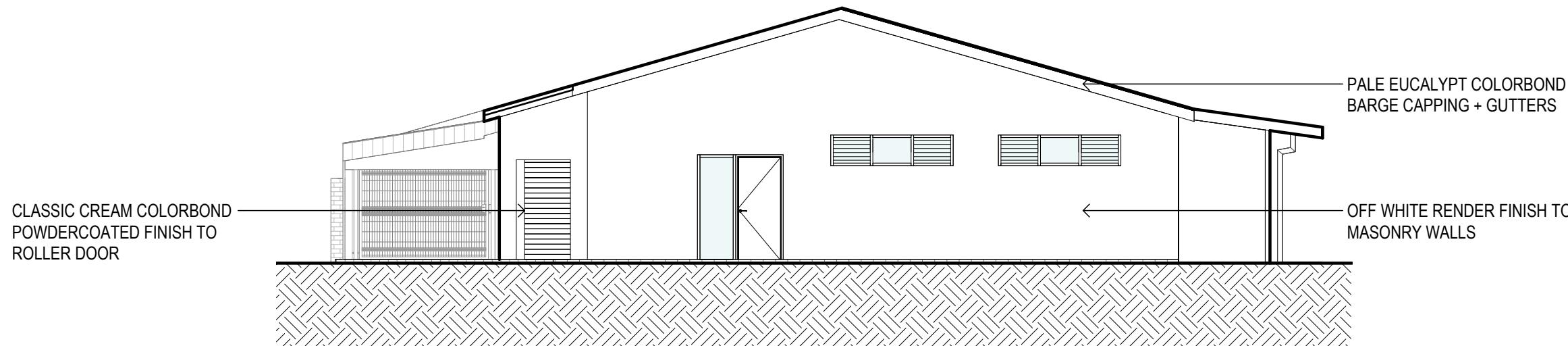


Appendix 11.2.1

1 ELEVATION ELEVATION NORTH
Scale: 1:100



2 ELEVATION ELEVATION SOUTH
Scale: 1:100



3 ELEVATION ELEVATION EAST
Scale: 1:100

NOM. REG. Architect: Rhonan O'Brien QLD 2350 NSW 7176 VIC 16182
TAS 1216 NZ 4712, Peter Bertram QLD 2333 WA 2143 NT AR1213

STATUS
CONCEPT

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PERTH
Whadjuk Country
Level 2, 56 William St
Perth WA 6000

T +61 8 9213 9300
per@modedesign.com.au
ABN: 65 112 807 931

CLIENT
SHIRE OF WAROONA

PROJECT
**WAROONA AFL CLUB
HOUSE - CHANGEROOM
EXTENSION**

WAROONA TOWN OVAL - 12 PARNELL ST. WAROONA

DRAWING TITLE
PROPOSED ELEVATIONS

DRAWN LM	CHECKED LF	SCALE @ A1	
ISSUE 29/06/2026 12:31:13 PM 1:100	PROJECT No 26018	STAGE C	REVISION 1

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AMENDMENTS

REV	DESCRIPTION	AUTH	CHK	DATE
1	Concept Design Issue	LF	S.O. W.	20.05.2026
2	Revised Concept Design Issue	LF	S.O. W.	21.05.2026

SCOPE OF WORKS LEGEND

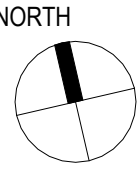
-  EXISTING WALL TO BE DEMOLISHED
-  EXISTING TO BE UNAFFECTED DURING CONSTRUCTION. NOT INCLUDED IN SCOPE OF WORKS.
-  NEW WORKS
-  EXTENT TO BE REFURBISHED



NOM. REG. Architect: Rhonan O'Brien QLD 2350 NSW 7176 VIC 16182
TAS 1216 NZ 4712, Peter Bertram QLD 2333 WA 2143 NT AR1213

STATUS
CONCEPT

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PERTH
Whadjuk Country
Level 2, 56 William St
Perth WA 6000
T +61 8 9213 9300
per@modedesign.com.au
ABN: 65 112 807 931

CLIENT
SHIRE OF WAROONA

PROJECT
**WAROONA AFL CLUB
HOUSE - CHANGEROOM
EXTENSION**

WAROONA TOWN OVAL - 12 PARNELL ST. WAROONA

DRAWING TITLE
PROPOSED FLOOR PLAN

DRAWN LM	CHECKED LF		
ISSUE 29/06/2026 12:31:12 PM 1:100	SCALE @ A1 1:100		
PROJECT No 26018	STAGE C	DRAWING No A1000	REVISION 2



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AMENDMENTS				
REV	DESCRIPTION	AUTH	CHK	DATE
1	Concept Design Issue	LF	S.O. W.	20.05.2026
2	Revised Concept Design Issue	LF	S.O. W.	21.05.2026

SCOPE OF WORKS LEGEND

EXISTING WALL TO BE DEMOLISHED

EXISTING TO BE UNAFFECTED DURING CONSTRUCTION. NOT INCLUDED IN SCOPE OF WORKS.

NEW WORKS

EXTENT TO BE REFURBISHED

NOM. REG. Architect: Rhonan O'Brien QLD 2350 NSW 7176 VIC 16182
TAS 1216 NZ 4712, Peter Bertram QLD 2333 WA 2143 NT AR1213

STATUS
CONCEPT

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NORTH

PERTH
Whadjuk Country
Level 2, 56 William St
Perth WA 6000

T +61 8 9213 9300
per@modedesign.com.au
ABN: 65 112 807 931

CLIENT
SHIRE OF WAROONA

PROJECT
**WAROONA AFL CLUB
HOUSE - CHANGEROOM
EXTENSION**

WAROONA TOWN OVAL - 12 PARNELL ST. WAROONA

DRAWING TITLE		LOCATION PLAN	
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PROJECT No 26018	STAGE C	DRAWING No A0100	REVISION 2



SITE PLAN

BOWLING CURB.

Fencing returned to shed.

SINGLE BLOCK LIMESTONE WALL

Storage Access.

SINGLE BLOCK WALL TEAM

1000

Storage

725 HIGH LIMESTONE WALL (2 BLOCKS)

30

12

FPL 9.700

UNDERLAMED LIMESTONE WALL OR SLAB THICKENING.

DRAIN

3x3m RAMP

Storage

Storage

PARNEW ST.

10

10

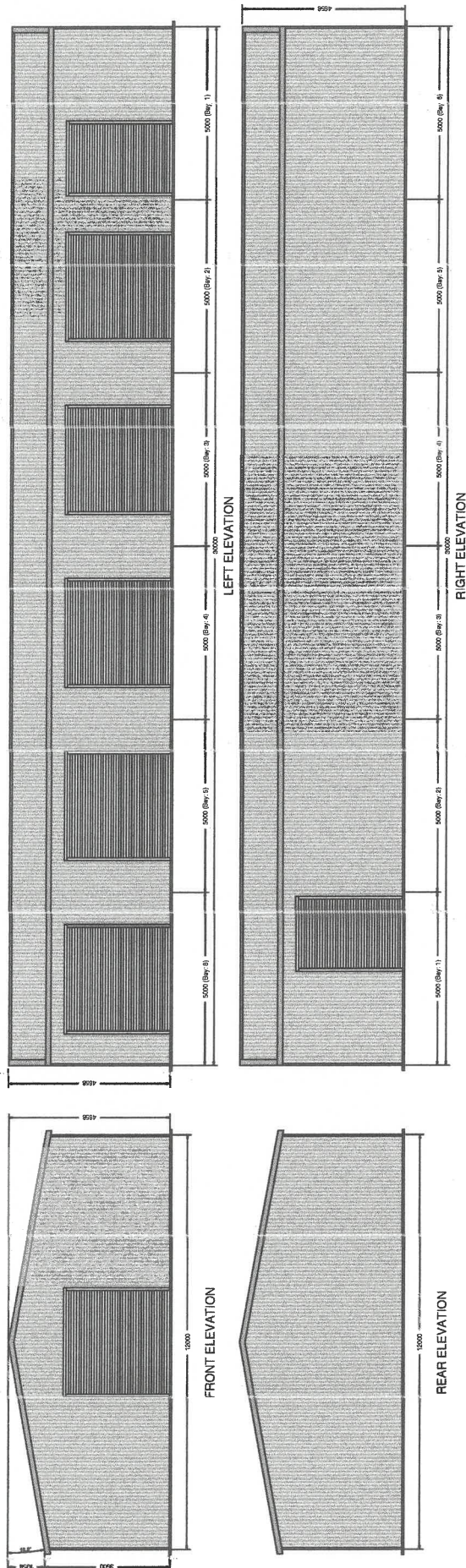
APRON

CAPPAKX EXTENSION

Appendix 11.2.2

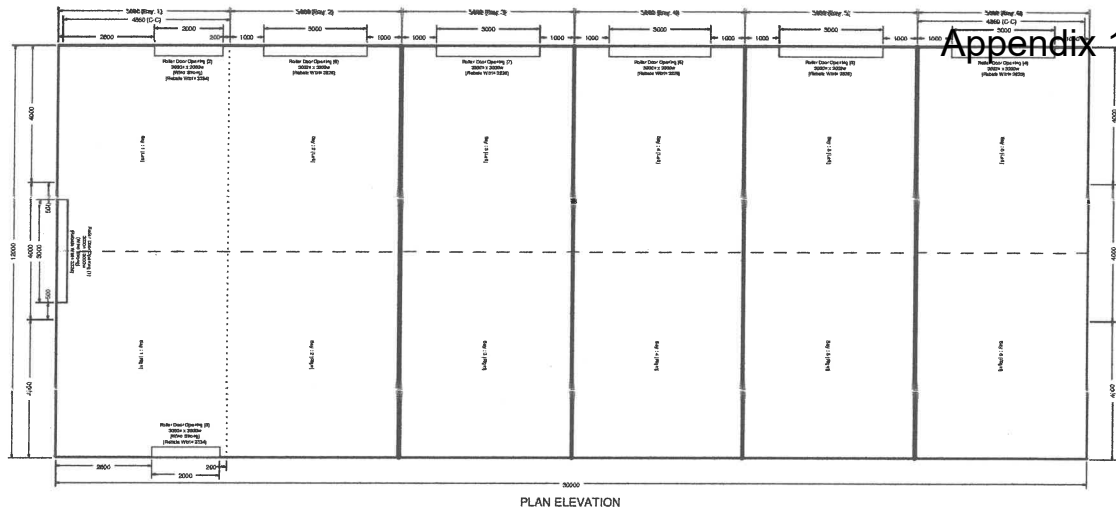
Power + Water

ELEVATION PLAN



Appendix 11.2.2

FLOOR PLAN



Appendix 11.2.2



ANDERSON CONSTRUCTION
579 Pinjarra Road,
Barragup/Mandurah WA 6209
sales@andcon.com.au
08 9534 9990

CLIENT: Eric Walmsley
OWNER/OWNER: Waroona Showgrounds Pamela Street, Waroona, WA,
PHONE: 08 9488 1111
EMAIL: ew@outlook.com.au

DRAWING TITLE: Plan Elevation
SCALE: 1:132.837
DATE: 30-04-2026
DRAWN BY: S00488 ASZ



COUNCIL POLICY

EP003 – Use of Shire Land for Environmental Offset Planting



1. Intention

The purpose of this Policy is to establish a consistent framework for the assessment and negotiation of proposals seeking to use Shire-managed Land for Environmental Offset Planting. The Policy aims to ensure that the use of public land delivers appropriate environmental outcomes while providing a fair commercial return to the Shire that reflects the value of the land and the benefits derived by the proponent.

2. Scope

This policy applies to all requests from private entities, government agencies and other organisations seeking approval to utilise land owned, managed or controlled by the Shire of Waroona for the purpose of Environmental Offset Planting or associated Offset Management Activities.

This policy does not apply to:

- community revegetation projects undertaken by or on behalf of the Shire;
- land rehabilitation projects initiated by the Shire for its own operational purposes; or
- activities undertaken pursuant to existing leases, licences or management agreements unless otherwise determined by Council.

3. Definitions

Environmental Offset Planting means vegetation establishment or associated environmental management works required to compensate for approved clearing or environmental impacts under State or Commonwealth legislation.

Offset Management Activities means works required to establish, maintain or protect an environmental offset area, including but not limited to revegetation, weed control, pest animal management, fencing, monitoring and reporting.

Proponent means any individual, company, government agency or organisation seeking approval to use Shire-managed land for environmental offset purposes.

Shire-managed Land means any owned land, vested in, managed or controlled by the Shire of Waroona.

4. Statement

4.1 General Principles

The Shire recognises that appropriately managed environmental offset planting projects can contribute to the protection and enhancement of biodiversity while generating a financial return for the use of public land.

The Shire may consider requests for Environmental Offset Planting where the proposal:

- aligns with the Shire's strategic environmental objectives;
- does not unreasonably restrict the future use or management of the land;
- provides an appropriate benefit to the Shire and the broader community; and
- is capable of being secured and managed for the required duration under applicable environmental approval requirements.

4.2 Environmental Offset Planting Proposals

4.2.1 Fee to be negotiated

A fee shall be negotiated on a case-by-case basis for the use of Shire-managed land for Environmental Offset Planting.

In determining an appropriate fee, consideration shall be given to factors including, but not limited to:

- the area of land required (measured hectares);
- current market values and trends;
- availability of suitable offset land;
- market demand suitable offset land;
- the environmental characteristics and ecological value of the land;
- the duration of the proposed offset arrangement;
- anticipated management obligations and associated costs to the Shire; and
- any other matter considered relevant by Council or Chief Executive Officer.

4.2.2 Assessment

Each proposal shall be assessed on its individual merits having regard to:

- environmental outcomes;
- strategic land use considerations;
- financial implications;
- long-term management responsibilities;
- legislative requirements; and
- any risks to the Shire or community.

4.2.3 Approval

The Chief Executive Officer may negotiate and approve to enter into an offset planting agreement within the limits of their delegated authority. Any proposal outside the Chief

Executive Officer's delegated authority, or considered to have significant financial, strategic, environmental or community implications, shall be referred to Council for determination.

4.2.4 Financial considerations

The Shire will seek to ensure that any agreement for the use of Shire-managed land provides an equitable commercial return that reflects the value of the land, the environmental benefits obtained by the proponent and the ongoing responsibilities assumed by the Shire.

5. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

The Strategic Community Plan and Corporate Business Plan establish the strategic direction that supports this policy by recognising the importance of protecting and enhancing the Shire's natural assets while ensuring the sustainable financial management of Shire resources.

6. Review

This policy is to be reviewed triennially, or earlier if required due to legislative changes, operational requirements, or Council resolution.

7. Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:

- Shire of Waroona – Schedule of Fees and Charges.
- Shire of Waroona – Strategic Community Plan

8. Document Control

Division	Environmental		
Policy Number	EP003		
Contact Officer	Director Customer & Development Services		
Related Legislation	<i>Local Government Act 1995</i>		
Related Shire Documents	<i>Shire of Waroona Strategic Community Plan</i>		
File Number	EM.10 – Environmental Management - Planning		
Risk Rating	Low	Review Frequency	Triennially
Next Review	July 29	Date Adopted	Click or tap to enter a date.
OCM Number	<<enter OCM no>>		

9. Previous Policy No's.

Policy No.	Title
N/A	

10. Amendments

Date	Details of Amendment	Reference	Record Number
28.07.2026	Policy creation.		

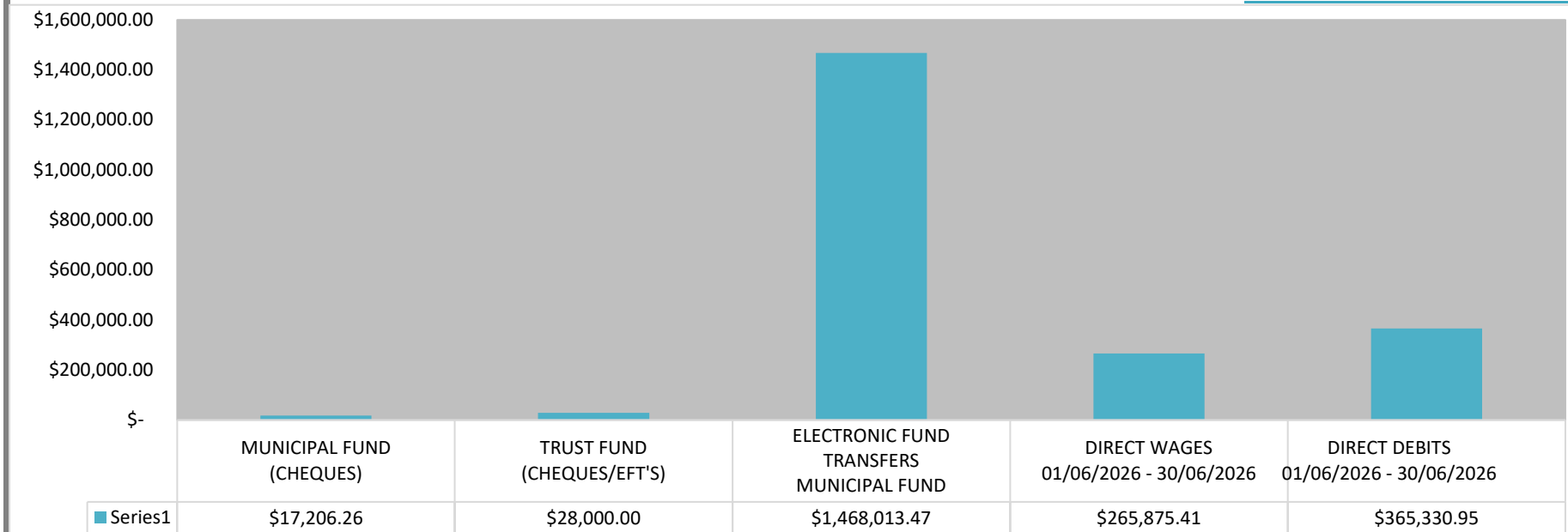


SUMMARY OF PAYMENTS FOR THE PERIOD

01/06/2026 TO 30/06/2026

ACCOUNT	CHEQUE NO'S	TOTAL
MUNICIPAL FUND (CHEQUES)	10507 - 10513	\$ 17,206.26
TRUST FUND (CHEQUES/EFT'S)	Cheque 11275 - EFT 45501	\$ 28,000.00
ELECTRONIC FUND TRANSFERS MUNICIPAL FUND	45301 - 45530	\$ 1,468,013.47
DIRECT WAGES 01/06/2026 - 30/06/2026	N/A	\$ 265,875.41
DIRECT DEBITS 01/06/2026 - 30/06/2026	N/A	\$ 365,330.95

GRAND TOTAL: \$ 2,144,426.09



List of Accounts Due & Submitted to Committee July 2026				
Municipal Funds Cheques June 2026				
Chq/EFT	Date	Name	Amount	
10507	4/06/2026	HELEN CARRIE WALMSLEY	-804.00	
10508	12/06/2026	SYNERGY	-131.53	
10509	19/06/2026	SYNERGY	-2358.34	
10510	26/06/2026	SYNERGY	-2607.32	
10511	30/06/2026	Cheque 11275 - EFT 45501	-64.95	
10512	30/06/2026	SYNERGY	-3241.38	
10513	30/06/2026	SHIRE OF WAROONA	-7998.74	
			-\$	17,206.26
Trust Fund Cheques/EFTs				
Chq/EFT	Date	Name	Amount	
11275	29/06/2026	SHIRE OF WAROONA	-22500.00	
EFT45501	30/06/2026	DRAKESBROOK COMMUNITY GARDEN INCORPORATED	-5500.00	
			-\$	28,000.00
Direct Debit Payments				
Direct Debit	Date	Name		Amount
DD25766.1	2/06/2026	GOGO MEDIA		-75.90
DD25768.1	2/06/2026	DEPARTMENT OF TRANSPORT		-14700.15
DD25772.1	3/06/2026	DEPARTMENT OF TRANSPORT		-137764.60
DD25779.1	4/06/2026	DEPARTMENT OF TRANSPORT		-7952.80
DD25781.1	6/06/2026	FLEET CARE PTY LTD		-2169.92
DD25783.1	5/06/2026	DEPARTMENT OF TRANSPORT		-7639.85
DD25790.1	8/06/2026	DEPARTMENT OF TRANSPORT		-3586.90
DD25802.1	9/06/2026	DEPARTMENT OF TRANSPORT		-3851.45
DD25807.1	10/06/2026	BEAM SUPERANNUATION FUND		-26206.99
DD25812.1	10/06/2026	DEPARTMENT OF TRANSPORT		-5029.20
DD25814.1	11/06/2026	DEPARTMENT OF TRANSPORT		-7198.80
DD25816.1	12/06/2026	DEPARTMENT OF TRANSPORT		-5349.75

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DD25823.1	16/06/2026 TELAIR PTY LTD	-875.01
DD25825.1	15/06/2026 FLEET PARTNERS PTY LIMITED	-1688.35
DD25827.1	15/06/2026 DEPARTMENT OF TRANSPORT	-2147.60
DD25829.1	16/06/2026 TELAIR PTY LTD	-2571.05
DD25833.1	16/06/2026 DEPARTMENT OF TRANSPORT	-8210.75
DD25841.1	17/06/2026 DEPARTMENT OF TRANSPORT	-2630.05
DD25843.1	18/06/2026 DEPARTMENT OF TRANSPORT	-8050.70
DD25845.1	19/06/2026 DEPARTMENT OF TRANSPORT	-5491.65
DD25849.1	23/06/2026 WEX AUSTRALIA PTY LTD (CALTEX STAR CARD)	-5.00
	Preston Beach Bushfire Brigade	
	31/05/2026 Fuel Card Fee - Ref: 5476	\$2.50
	Total	\$2.50
	Waroona West Bushfire Brigade	
	31/05/2026 Fuel Card Fee - Ref: 1369	\$2.50
	Total	\$2.50
DD25851.1	22/06/2026 DEPARTMENT OF TRANSPORT	-2815.45
DD25858.1	23/06/2026 IINET TECHNOLOGIES	-89.99
DD25862.1	23/06/2026 DEPARTMENT OF TRANSPORT	-2719.45
DD25866.1	24/06/2026 BEAM SUPERANNUATION FUND	-24505.46
DD25869.1	24/06/2026 DEPARTMENT OF TRANSPORT	-8225.25
DD25871.1	28/06/2026 WA TREASURY CORPORATION	-39554.31
DD25873.1	23/06/2026 AMPOL CARD	-184.87
	Preston Beach Bushfire Brigade	
	26/05/2026 Fuel - Ref: 1EGZ071	\$184.87
	Total	\$184.87
DD25879.1	25/06/2026 DEPARTMENT OF TRANSPORT	-6790.55
DD25881.1	26/06/2026 DEPARTMENT OF TRANSPORT	-3173.45
DD25888.1	29/06/2026 DEPARTMENT OF TRANSPORT	-10390.60
DD25898.1	30/06/2026 DEPARTMENT OF TRANSPORT	-13685.10
		-\$ 365,330.95

Municipal Electronic Funds Transfers			
Chq/EFT	Date	Name	Amount
EFT45301	4/06/2026	BUNNINGS MANDURAH	-201.80
EFT45302	4/06/2026	DRAKESBROOK DESPATCH	-220.00
EFT45303	4/06/2026	PETES TREEWORX	-49953.72
EFT45304	4/06/2026	BM & RV WATERS	-943.39
EFT45305	4/06/2026	SEEK	-753.50
EFT45306	4/06/2026	DANIEL BENJAMIN CRAWFORD-FERGUSON	-3321.56
EFT45307	4/06/2026	D & E DIESEL SERVICES	-330.00
EFT45308	4/06/2026	CAMILLE LOUISE ODORISIO	-250.00
EFT45309	4/06/2026	SHRED X PTY LTD	-173.25
EFT45310	4/06/2026	CITY & REGIONAL FUELS	-12594.03
EFT45311	4/06/2026	GREENACRES TURF GROUP	-18084.00
EFT45312	4/06/2026	SCOPE BUSINESS IMAGING	-2176.37
EFT45313	4/06/2026	TEAM GLOBAL EXPRESS PTY LTD	-358.94
EFT45314	4/06/2026	AMPAC DEBT RECOVERY	-1200.50
EFT45315	4/06/2026	HARVEY PLUMBING AND GAS	-10314.40
EFT45316	4/06/2026	CORSIGN	-67.54
EFT45317	4/06/2026	FLOWERS BY DANAE	-148.50
EFT45318	4/06/2026	FLICK ANTICIMEX PTY PTD T/A ADVANCED PEST CONTROL	-1200.43
EFT45319	4/06/2026	SAPIO PTY LTD	-405.02
EFT45320	4/06/2026	AUSTRALIA POST (NEW)	-241.15
EFT45321	4/06/2026	LAND INSIGHTS	-12347.50
EFT45322	4/06/2026	HART SPORT	-1254.78
EFT45323	4/06/2026	TRAILER PARTS PTY LTD	-84.74
EFT45324	4/06/2026	TOTAL GREEN RECYCLING	-986.19
EFT45325	4/06/2026	FULLY PROMOTED MANDURAH	-93.46
EFT45326	4/06/2026	FOCUS NETWORKS	-9123.40
EFT45327	4/06/2026	CF BUILDING APPROVALS	-2970.00
EFT45328	4/06/2026	CHG-MERIDIAN AUSTRALIA PTY LTD	-1087.23
EFT45329	4/06/2026	PROGRAMMED PROPERTY SERVICES	-14762.00
EFT45330	4/06/2026	SHIRE OF CARNARVON	-1375.00

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EFT45331	4/06/2026 WAROONA HARDWARE (MITRE 10)	-1921.03
EFT45332	4/06/2026 DARREN SMITH	-250.00
EFT45333	4/06/2026 WINC AUSTRALIA PTY LIMITED	-1185.39
EFT45334	4/06/2026 CHARLES HULL CONTRACTING	-1408.00
EFT45335	4/06/2026 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	-31625.52
EFT45336	4/06/2026 JR & A HERSEY PTY LTD	-336.38
EFT45337	4/06/2026 HARVEY WATER	-1671.90
EFT45338	4/06/2026 HOBSONS FURNITURE STORE	-40.00
EFT45339	4/06/2026 KENNARDS HIRE	-509.90
EFT45340	4/06/2026 LANDGATE	-51.68
EFT45341	4/06/2026 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-124.00
EFT45342	4/06/2026 McLEODS LAWYERS PTY LTD	-513.92
EFT45343	4/06/2026 ORBIT HEALTH & FITNESS SOLUTIONS	-2181.90
EFT45344	4/06/2026 OFFICEWORKS	-284.50
EFT45345	4/06/2026 PRESTIGE PRODUCTS	-448.09
EFT45346	4/06/2026 ROCKINGHAM MITSUBISHI	-50538.85
EFT45347	4/06/2026 REPCO AUTO PARTS	-1821.69
EFT45348	4/06/2026 THE WEST AUSTRALIAN (HARVEY REPORTER)	-3264.67
EFT45349	4/06/2026 STEWART & HEATON CLOTHING CO PTY LTD	-260.15
EFT45350	4/06/2026 BJW (WA) PTY LTD T/AS RG UPTON	-78.75
EFT45351	4/06/2026 WORK CLOBBER	-846.11
EFT45352	4/06/2026 WAROONA NEWS	-9.99
EFT45353	9/06/2026 GE CONTRACTING PTY LTD	-616226.47
EFT45354	12/06/2026 OZTROLOGY PTY LTD	-300.00
EFT45355	12/06/2026 ROSEANNE KEARING	-5.04
EFT45356	12/06/2026 PETES TREEWORX	-26223.58
EFT45357	12/06/2026 MULTI FIX ENTERPRISES	-440.00
EFT45358	12/06/2026 ESTUARY BOBCATS	-3520.00
EFT45359	12/06/2026 HEATLEYS SAFETY & INDUSTRIAL	-177.14
EFT45360	12/06/2026 DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION & SAFETY	-1797.09
EFT45361	12/06/2026 JENNIFER ANNE MILLER	-18.13

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EFT45362	12/06/2026 KATHLEEN NORMA KRAUTH	-127.27
EFT45363	12/06/2026 CR KAREN ODORISIO	-356.00
EFT45364	12/06/2026 BILL VANDERSTEEN	-43.51
EFT45365	12/06/2026 TRICIA MICHELLE DALLING	-28.28
EFT45366	12/06/2026 PETER FOEKEN	-25.38
EFT45367	12/06/2026 SJ TRAFFIC MANAGEMENT	-657.01
EFT45368	12/06/2026 DAVREY GROWERS	-136.90
EFT45369	12/06/2026 KATHLEEN ELIZABETH COLE	-22.21
EFT45370	12/06/2026 ALANA RAINER	-124.12
EFT45371	12/06/2026 HELEN PEARCE	-58.00
EFT45372	12/06/2026 TEAM GLOBAL EXPRESS PTY LTD	-1011.45
EFT45373	12/06/2026 LITTLE FARM HONEY - MAREE ELLIS	-330.44
EFT45374	12/06/2026 LETITIA CLIFTON	-18.13
EFT45375	12/06/2026 BARBARA MILLAR	-87.01
EFT45376	12/06/2026 LISA GAYE WALKER	-21.76
EFT45377	12/06/2026 MONIKA ERNA MURFITT	-43.51
EFT45378	12/06/2026 LYNETTE ANNE CLARK	-17.00
EFT45379	12/06/2026 WAROONA ROADHOUSE	-113.62
EFT45380	12/06/2026 EARTHLY RAINBOW CREATIONS	-79.75
EFT45381	12/06/2026 CLAUDIA FRANKS	-3.63
EFT45382	12/06/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-988.73
EFT45383	12/06/2026 TREVOR JAMES FLOYD	-83.38
EFT45384	12/06/2026 STEVEN CRAIG WATSON	-400.00
EFT45385	12/06/2026 SKETCHES BY HAYLEY B	-11.97
EFT45386	12/06/2026 CREATIONS 49	-25.38
EFT45387	12/06/2026 HARVEY PANEL & PAINT	-715.00
EFT45388	12/06/2026 SARAH SHIELDS	-180.00
EFT45389	12/06/2026 BCITF	-291.75
EFT45390	12/06/2026 JASON SIGNMAKERS	-275.00
EFT45391	12/06/2026 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	-935.00
EFT45392	12/06/2026 PFD FOOD SERVICES PTY LTD	-277.05

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EFT45393	12/06/2026 PISCONERI FAMILY TRUST	-12327.40
EFT45394	12/06/2026 SHIRE OF WAROONA - SUNDRY DEBTORS	-699.00
EFT45395	12/06/2026 CHILD SUPPORT AGENCY	-618.20
EFT45396	12/06/2026 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-151.20
EFT45397	12/06/2026 SYNERGY - STREETLIGHT ACCOUNT	-8955.40
EFT45398	12/06/2026 SHIRE OF WAROONA	-166.48
EFT45399	12/06/2026 DENISE ANNETTE MASON	-28.28
EFT45400	12/06/2026 JEANETTE AUDINO (Beadsparklez)	-166.91
EFT45401	12/06/2026 GAIL DIANNE CURTIS	-59.35
EFT45402	12/06/2026 CHRISTINE HYDE	-283.06
EFT45403	12/06/2026 VICKI MARIE LORRAWAY	-108.77
EFT45404	19/06/2026 BULK BILLING CLERK DEPARTMENT OF TRANSPORT	-5.10
EFT45405	19/06/2026 PETES TREEWORX	-9801.08
EFT45406	19/06/2026 COATES CIVIL CONSULTING	-2217.60
EFT45407	19/06/2026 ESTUARY BOBCATS	-66000.00
EFT45408	19/06/2026 B&B STREET SWEEPING PTY LTD	-16179.35
EFT45409	19/06/2026 CITY & REGIONAL FUELS	-4667.25
EFT45410	19/06/2026 WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	-1073.60
EFT45411	19/06/2026 MANDURAH PUMPSHOP	-1034.96
EFT45412	19/06/2026 SJ TRAFFIC MANAGEMENT	-19268.45
EFT45413	19/06/2026 LOCKDOWN SECURITY	-6556.55
EFT45414	19/06/2026 TEAM GLOBAL EXPRESS PTY LTD	-104.19
EFT45415	19/06/2026 HARVEY PLUMBING AND GAS	-1066.49
EFT45416	19/06/2026 GREENWAY TURF SOLUTIONS PTY LTD	-330.00
EFT45417	19/06/2026 GREG LUCAS	-552.00
EFT45418	19/06/2026 SUCCESSFUL PROJECTS	-7497.36
EFT45419	19/06/2026 FULLY PROMOTED MANDURAH	-1011.45
EFT45420	19/06/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-32005.36
EFT45421	19/06/2026 WAYFOUND	-15125.00
EFT45422	19/06/2026 FVS FIRE SOLUTIONS	-2387.00
EFT45423	19/06/2026 KING BLAST CLEANING SERVICES	-300.00

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EFT45424	19/06/2026 JUST RIGHT CONTRACTING	-330.00
EFT45425	19/06/2026 SPORTS TURF TECHNOLOGY	-5016.00
EFT45426	19/06/2026 WAROONA HARDWARE (MITRE 10)	-437.28
EFT45427	19/06/2026 BULLIVANTS	-69.65
EFT45428	19/06/2026 CLEANAWAY	-34784.28
EFT45429	19/06/2026 CHARLES HULL CONTRACTING	-4708.00
EFT45430	19/06/2026 GOLDEN GLASS	-1716.00
EFT45431	19/06/2026 HARVEY COURIER	-60.29
EFT45432	19/06/2026 SOU WESTOS CLEANING SERVICE	-330.00
EFT45433	19/06/2026 BJW (WA) PTY LTD T/AS RG UPTON	-139.50
EFT45434	19/06/2026 WORK CLOBBER	-580.20
EFT45435	19/06/2026 WAROONA NEWS	-9.99
EFT45436	19/06/2026 WAROONA RURAL SERVICES	-1997.10
EFT45437	19/06/2026 WAROONA IGA	-671.00
EFT45438	22/06/2026 NATIONAL AUSTRALIA BANK	-10259.16
	Chief Executive Officer	
	29/04/2026 Fairfax Media - Ref: 74564726118	\$ 25.99
	7/05/2026 ASIC - Ref: 74466026126	\$ 10.00
	21/05/2026 Pinjarra Bakery - Ref: 74773886140	\$ 43.82
	28/05/2026 NAB Card Fee - Ref: 74557046148	\$ 9.00
	Total CEO	\$ 88.81
	Director Corporate and Community Services	
	1/05/2026 Waroona Roadhouse - Ref: 24109336120	\$ 101.55
	18/05/2026 Vibe Waroona - Ref: 74564456136	\$ 79.10
	19/05/2026 United - Ref: 02754250498	\$ 60.32
	21/05/2026 Vibe Waroona - Ref: 74564456140	\$ 72.17

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28/05/2026 Starprint - Ref: 74201336147	\$	495.00
28/05/2026 NAB Card Fee - Ref: 74557046148	\$	9.00
Total DCCS	\$	817.14
Director Customer and Development Services		
4/05/2026 Google Australia - Ref: 74773886121	\$	429.18
5/05/2026 IGA Waroona - Ref: 00687694298	\$	17.95
7/05/2026 Vibe Waroona - Ref: 74564456126	\$	85.25
28/05/2026 NAB Card Fee - Ref: 74557046148	\$	9.00
Total DCDS	\$	541.38
Manager Corporate Services		
1/05/2026 Shire of Waroona - Ref: 02560786362	\$	173.20
1/05/2026 Credit - Disputed Transaction - Ref: 74201336120	-\$	31.22
12/05/2026 Digital Book - Ref: 74064146131	\$	350.00
18/05/2026 Waroona Roadhouse - Ref: 24109336135	\$	75.01
	\$	566.99
26/05/2026 Credit - Disputed Transaction - Ref: 74502506146	-\$	350.00
26/05/2026 Credit - Disputed Transaction - Ref: 74502506146	-\$	350.00
28/05/2026 NAB Card Fee - Ref: 74557046148	\$	9.00
Total MCS	-\$	691.00
Executive Assistant		
29/04/2026 Pinjarra Bakery - Ref: 74201336118	\$	222.08
7/05/2026 Pinjarra Bakery - Ref: 74201336126	\$	100.00
14/05/2026 Pinjarra Bakery - Ref: 74201336133	\$	378.74
20/05/2026 Waroona Newsagency - Ref: 7474276138	\$	8.90
28/05/2026 NAB Card Fee - Ref: 74557046148	\$	9.00
Total EA	\$	718.72
Visitor Centre Manager		
30/04/2026 Telstra Shop - Ref: 74940526118	\$	13.00
25/05/2026 Cab Charge - Ref: 74229856144	\$	12.92
27/05/2026 Telstra Prepaid - Ref: 74940526145	\$	25.00
28/05/2026 NAB Card Fee - Ref: 74557046148	\$	9.00
Total VCM	\$	59.92

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Manager Community and Economic Development

29/04/2026 Facebook Metapay - Ref: 74313196119	\$ 31.89
1/05/2026 Tuckeys Hardware - Ref: 01937100437	\$ 203.96
5/05/2026 Waroona Roadhouse - Ref: 24109336124	\$ 92.78
7/05/2026 Landgate - Ref: 74940526125	\$ 32.60
11/05/2026 Vibe Placid Ark - Ref: 74564456129	\$ 70.08
12/05/2026 Drakesbrook Hotel - Ref: 74466026131	\$ 2,040.00
13/05/2026 DMIRS - Ref: 74940526131	\$ 20.40
13/05/2026 DMIRS - Ref: 74940526131	\$ 10.88
13/05/2026 Nightowl Ravenswood - Ref: 74211986132	\$ 87.81
18/05/2026 Reddy Express Barragup - Ref: 74363966136	\$ 59.94
18/05/2026 Drakesbrook Hotel - Ref: 74466026135	\$ 2,040.00
22/05/2026 Waroona Roadhouse - Ref: 24109336141	\$ 74.28
28/05/2026 Jenjo Games - Ref: 74201336147	\$ 127.20
28/05/2026 NAB Card Fee - Ref: 74557046148	\$ 9.00

Total MCED \$ 4,900.82

Manager Development Services

15/05/2026 The Shooters Shop - Ref: 02178209668	\$ 195.65
18/05/2026 Police Licensing - Ref: 74940526134	\$ 60.00
18/05/2026 Paypal Emerg Solutions - Ref: 74245376135	\$ 495.00
20/05/2026 Supercheap Auto - Ref: 74564456139	\$ 1,521.92
28/05/2026 Waroona Newsagency - Ref: 74742726146	\$ 5.99
28/05/2026 Vibe Waroona - Ref: 74564456147	\$ 175.17
28/05/2026 NAB Card Fee - Ref: 74557046148	\$ 9.00

Total MDS \$ 2,462.73

Manager Recreation Centre

1/05/2026 Vibe Placid Ark - Ref: 74564456120	\$ 58.30
4/05/2026 Vibe Waroona - Ref: 74564456122	\$ 52.83
6/05/2026 Waroona Roadhouse - Ref: 24109336125	\$ 98.10
11/05/2026 Vibe Placid Ark - Ref: 74564456129	\$ 81.97
15/05/2026 Vibe Waroona - Ref: 74564456134	\$ 73.07
18/05/2026 Vibe Waroona - Ref: 74564456136	\$ 57.14

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	21/05/2026 Ezi Debit - Ref: 74155896139	\$ 5.00
	21/05/2026 Vibe Waroona - Ref: 74564456140	\$ 57.83
	27/05/2026 Waroona Roadhouse - Ref: 24109336146	\$ 76.42
	28/05/2026 NAB Card Fee - Ref: 74557046148	\$ 9.00
		\$ 569.66
	Manager Works and Waste Services	
	8/05/2026 Waroona Hardware - Ref: 74229856127	\$ 100.00
	25/05/2026 Mandurah Bolt Supplies - Ref: 74564456142	\$ 114.03
	28/05/2026 NAB Card Fee - Ref: 74557046148	\$ 9.00
	Total MWWS	\$ 223.03
	Other Charges	
	29/04/2026 International Transaction Fee - Ref: 74557046119	\$ 0.96
	Total Other Charges	\$ 0.96
EFT45439	26/06/2026 BUNNINGS MANDURAH	-23.95
EFT45440	26/06/2026 KLEEN WEST DISTRIBUTORS	-1959.71
EFT45441	26/06/2026 FULTON HOGAN INDUSTRIES	-12753.39
EFT45442	26/06/2026 PETES TREEWORX	-5175.90
EFT45443	26/06/2026 D & E DIESEL SERVICES	-1953.86
EFT45444	26/06/2026 CR KAREN ODORISIO	-6260.63
EFT45445	26/06/2026 BRAD BROOKSBY CONSULTING	-4455.00
EFT45446	26/06/2026 JULIE MARIE ROWLES	-6260.63
EFT45447	26/06/2026 BRADLEY VINCENT VITALE	-6260.63
EFT45448	26/06/2026 4SIGNS PTY LTD	-297.00
EFT45449	26/06/2026 KARLIE BARTLE	-6260.63
EFT45450	26/06/2026 DAVES RETRAVISION HARVEY (KAMBO'S)	-1143.00
EFT45451	26/06/2026 SJ TRAFFIC MANAGEMENT	-18720.53
EFT45452	26/06/2026 WAROONA HARVEY BUS SERVICES	-715.00
EFT45453	26/06/2026 LOCKDOWN SECURITY	-197.50
EFT45454	26/06/2026 COMPLETE REFRIGERATION & AIR	-363.00
EFT45455	26/06/2026 EXAMINER NEWSPAPERS	-605.00
EFT45456	26/06/2026 ALPERSTEIN DESIGNS PTY LTD	-1299.49
EFT45457	26/06/2026 TEAM GLOBAL EXPRESS PTY LTD	-283.49

Appendix 11.3.1

EFT45458	26/06/2026 HARVEY PLUMBING AND GAS	-748.62
EFT45459	26/06/2026 CORSIGN	-375.10
EFT45460	26/06/2026 VESTONE CAPITAL	-1975.49
EFT45461	26/06/2026 FLOWERS BY DANAE	-148.50
EFT45462	26/06/2026 NAME BADGES INTERNATIONAL	-46.00
EFT45463	26/06/2026 FLICK ANTICIMEX PTY PTD T/A ADVANCED PEST CONTROL	-1923.10
EFT45464	26/06/2026 EMERGE OFFICE PTY LTD	-225.50
EFT45465	26/06/2026 VACPAC GUTTER CLEAN	-7271.00
EFT45466	26/06/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-3006.99
EFT45467	26/06/2026 FOCUS NETWORKS	-8100.24
EFT45468	26/06/2026 CF BUILDING APPROVALS	-3520.00
EFT45469	26/06/2026 PRINT MEDIA GROUP	-46.16
EFT45470	26/06/2026 TYRECYCLE PTY LTD	-1454.15
EFT45471	26/06/2026 PINJARRA VETERINARY HOSPITAL	-113.10
EFT45472	26/06/2026 WEST GIS	-247.50
EFT45473	26/06/2026 SOURCE BUSINESS PARTNERS PTY LTD	-20790.00
EFT45474	26/06/2026 PRESTON BEACH ONE STOP SHOP	-130.50
EFT45475	26/06/2026 GOODCHILD ENTERPRISES	-409.20
EFT45476	26/06/2026 WAROONA HARDWARE (MITRE 10)	-205.75
EFT45477	26/06/2026 ARROW BRONZE	-1788.21
EFT45478	26/06/2026 BAGS O' RAGS	-89.10
EFT45479	26/06/2026 CABLE LOCATES AND CONSULTING	-2680.70
EFT45480	26/06/2026 GOLDEN GLASS	-891.00
EFT45481	26/06/2026 ISWEEP TOWN & COUNTRY	-7810.00
EFT45482	26/06/2026 JASON SIGNMAKERS	-302.50
EFT45483	26/06/2026 LGIS INSURANCE BROKING (JLT)	-5291.00
EFT45484	26/06/2026 LANDGATE	-13367.80
EFT45485	26/06/2026 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-50.00
EFT45486	26/06/2026 MANDURAH MAZDA	-549.00
EFT45487	26/06/2026 PERTH REGION TOURISM ORGANISATION	-6600.00
EFT45488	26/06/2026 PRESTIGE PRODUCTS	-957.10

Appendix 11.3.1

EFT45489	26/06/2026 SHIRE OF WAROONA - SUNDRY DEBTORS	-699.00
EFT45490	26/06/2026 REPCO AUTO PARTS	-1500.35
EFT45491	26/06/2026 DEPARTMENT OF PREMIER & CABINET - SLP/GAZETTE	-580.56
EFT45492	26/06/2026 CHILD SUPPORT AGENCY	-618.20
EFT45493	26/06/2026 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	-148.00
EFT45494	26/06/2026 SHIRE OF WAROONA	-124.34
EFT45495	26/06/2026 LARRY RUSSELL SCOTT	-7704.17
EFT45496	26/06/2026 WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	-781.00
EFT45497	26/06/2026 WREN OIL	-177.10
EFT45498	26/06/2026 M. WALMSLEY	-12034.78
EFT45499	26/06/2026 JOHN ANTHONY MASON	-6260.63
EFT45502	30/06/2026 WAROONA JUNIOR FOOTBALL CLUB	-204.00
EFT45503	30/06/2026 PETES TREEWORX	-6976.13
EFT45504	30/06/2026 ESTUARY BOBCATS	-18150.00
EFT45505	30/06/2026 KATHLEEN NORMA KRAUTH	-88.11
EFT45506	30/06/2026 CITY & REGIONAL FUELS	-3853.35
EFT45507	30/06/2026 DAVES RETRAVISION HARVEY (KAMBO'S)	-1111.00
EFT45508	30/06/2026 QUALITY PUBLISHING AUSTRALIA	-371.84
EFT45509	30/06/2026 CIVIL & STRUCTUAL ENGINEERS	-3047.00
EFT45510	30/06/2026 EXAMINER NEWSPAPERS	-495.00
EFT45511	30/06/2026 NAPA AUTO PARTS	-310.20
EFT45512	30/06/2026 LITTLE FARM HONEY - MAREE ELLIS	-16.50
EFT45513	30/06/2026 AMPAC DEBT RECOVERY	-89.70
EFT45514	30/06/2026 HARVEY PLUMBING AND GAS	-1053.36
EFT45515	30/06/2026 BRUCE WILLIAM MORGAN	-804.00
EFT45516	30/06/2026 AQUAMONIX PTY LTD	-2904.00
EFT45517	30/06/2026 MONDAY.COM LTD	-30720.00
EFT45518	30/06/2026 FULLY PROMOTED MANDURAH	-654.20
EFT45519	30/06/2026 THE WHEELER FAMILY TRUST ATF WAROONA ELECTRICAL SERVICES	-3559.66
EFT45520	30/06/2026 FOCUS NETWORKS	-6550.95
EFT45521	30/06/2026 PROGRAMMED PROPERTY SERVICES	-3740.00

Appendix 11.3.1

EFT45522	30/06/2026 DANS WELDING SERVICES	-616.00
EFT45523	30/06/2026 DORMAKABA AUSTRALIA PTY LTD	-833.54
EFT45524	30/06/2026 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	-4242.50
EFT45525	30/06/2026 PRESTIGE PRODUCTS	-528.90
EFT45526	30/06/2026 DEPARTMENT OF PREMIER & CABINET - SLP/GAZETTE	-1793.18
EFT45527	30/06/2026 BJW (WA) PTY LTD T/AS RG UPTON	-167.49
EFT45528	30/06/2026 WESTERN POWER	-3724.77
EFT45529	30/06/2026 WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	-180.00
EFT45530	30/06/2026 CHRISTINE HYDE	-52.51
		-\$ 1,468,013.47
Electronic Fund Transfer - Direct Salaries & Wages		
Date	Name	Amount
09/06/2026	NATIONAL AUSTRALIA BANK	- 139,061.69
23/06/2026	NATIONAL AUSTRALIA BANK	- 126,813.72
		-\$ 265,875.41
Total Municipal Fund Cheques		- 17,206.26
Total Trust Fund Cheques		- 28,000.00
Total Direct Debit		- 365,330.95
Total Electronic Funds		- 1,468,013.47
Total Direct Wages		- 265,875.41
		-\$ 2,144,426.09



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 30 JUNE 2026

SHIRE OF WAROONA

MONTHLY FINANCIAL REPORT



SHIRE OF WAROONA MONTHLY FINANCIAL REPORT TABLE OF CONTENTS

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The financial statements presented for the month of June are in draft format and are subject to amendments. All reasonable care is taken to ensure these statements reflect accurate records at the time of preparation; however, they remain subject to adjustment as the month has not yet been finalised and further checks, reconciliations and end of month review processes may identify amendments. The finalised financial results, including a true and complete reflection of the Shire's financial activity and year-end position, will be provided in the audited Financial Statements.

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

SHIRE OF WAROONA
STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE



FOR THE PERIOD ENDED 30 JUNE 2026

Details	Note	Original Budget	YTD Budget	YTD Actual	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
		\$	\$	\$			
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	8	6,525,928	6,525,928	6,540,317	14,389	0%	
Grants, Subsidies and Contributions	8	1,127,349	1,629,215	2,524,845	895,630	35%	▲
Fees and Charges		2,066,605	2,136,032	2,301,343	165,311	7%	▲
Interest Earnings		271,400	271,400	274,097	2,697	1%	
Other Revenue		200,000	200,000	214,143	14,143	7%	
Profit on Asset Disposal	10	1,032	1,032	2,016	984	49%	▲
Fair value adjustments to financial assets at fair value		0	0	0	0		
		10,192,314	10,763,607	11,856,761			
Expenditure from operating activities							
Employee Costs		(5,332,214)	(5,446,684)	(5,276,436)	(170,248)	(3%)	▼
Materials and Contracts		(4,423,333)	(4,492,120)	(3,963,501)	(528,619)	(13%)	▼
Utilities Charges		(434,152)	(434,152)	(404,178)	(29,974)	(7%)	
Depreciation (Non-Current Assets)		(2,717,486)	(2,717,486)	(2,608,528)	(108,958)	(4%)	▼
Finance Costs		(52,365)	(52,365)	(52,276)	(89)	(0%)	
Insurance Expenses		(313,786)	(313,786)	(273,597)	(40,189)	(15%)	▼
Other Expenditure		(256,707)	(283,700)	(223,855)	(59,845)	(27%)	▼
Loss on Asset Disposal	10	(31,526)	(31,526)	(10,673)	(20,853)	(195%)	▼
		(13,561,569)	(13,771,819)	(12,813,044)	958,776		
Non-cash amounts excluded from operating activities		2,871,360	0	2,617,185	2,617,185		
Amount attributable to operating activities		(497,895)	(3,008,212)	1,660,903	4,669,115		
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		3,315,271	4,687,149	3,903,931	(783,218)	(20%)	▼
Proceeds from disposal of assets	10	140,000	140,000	87,454	(52,546)	(60%)	▼
		3,455,271	4,827,149	3,991,385	835,764		
Outflows from investing activities							
Payments for property, plant and equipment		(535,340)	(784,564)	(475,596)	(308,968)	(65%)	▼
Payments for construction of infrastructure		(4,396,951)	(5,890,998)	(4,401,856)	(1,489,142)	(34%)	▼
		(4,932,291)	(6,675,562)	(4,877,452)	1,798,110		
Non-cash amounts excluded from investing activities		0	233,072	233,072	0		
Amount attributable to investing activities		(1,477,020)	(1,848,413)	(652,995)	1,195,418		
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures		0	0	0	0		
Lease liabilities recognised		0	0	0	0		
Transfer from reserve		25,000	46,800	43,353	(3,447)	(8%)	
		25,000	46,800	43,353	(3,447)	(8%)	
Outflows from financing activities							
Repayment of borrowings		(65,424)	0	(65,424)	(65,424)	100%	▼
Payments for principal portion of lease liabilities		0	0	0	0		
Transfer to reserves		(279,655)	0	(443,676)	(443,676)	100%	
		(345,079)	0	(509,100)	(509,100)	100%	
Non-cash amounts excluded from financing activities		0	(233,072)	(233,072)	0		
Amount attributable to financial activities		(320,079)	46,800	(698,819)	(745,619)	107%	
MOVEMENT IN SURPLUS DEFICIT							
Surplus or deficit at the start of the financial year		2,294,994	0	2,316,145	2,316,145		
Amount attributable to operating activities		(497,895)	(3,008,212)	1,660,903	4,669,115		
Amount attributable to investing activities	0	(1,477,020)	(1,848,413)	(652,995)	1,195,418		
Amount attributable to financing activities		(320,079)	46,800	(698,819)	(745,619)	107%	
Surplus or deficit after imposition of general rates		0	(4,809,825)	2,625,234	7,435,060		

SHIRE OF WAROONA
STATEMENT OF FINANCIAL POSITION



FOR THE PERIOD ENDED 30 JUNE 2026

	Note	30-Jun-25	30-Jun-26
Current Assets			
Cash and cash equivalents	2	6,086,560	7,816,936
Trade and other receivables		560,897	583,617
Inventories		19,138	12,202
Other assets		250,588	79,518
Total Current Assets		6,917,183	8,492,274
Non-Current Assets			
Trade and other receivables		30,022	30,022
Other financial assets		59,715	116,383
Property, plant and equipment		48,886,393	48,319,403
Infrastructure		109,504,790	112,244,593
Right of use assets		233,072	233,072
Total non-current assets		158,713,992	160,943,474
TOTAL ASSETS		165,631,175	169,435,747
Current Liabilities			
Trade and other payables		1,420,214	1,722,488
Other liabilities		299,737	863,143
Lease liabilities		97,433	97,433
Borrowings	12	94,441	29,017
Employee related provisions		752,038	752,038
Total Current Liabilities		2,663,863	3,464,119
Non-current Liabilities			
Lease liabilities		135,639	135,639
Borrowings	12	1,339,246	1,339,246
Employee related provisions		148,367	148,367
Total non-current Liabilities		1,623,252	1,623,252
TOTAL LIABILITIES		4,287,115	5,087,371
NET ASSETS		161,344,060	164,348,376
Equity			
Retained surplus		20,347,631	22,951,624
Surplus/Defecit Ytd		1,242,146	2,947,646
Revaluation surplus		138,085,320	138,085,320
Total Equity		161,344,060	164,348,376

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 1 - Basis of preparation and significant accounting policies

Basis of preparation

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995*, read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretation of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is to be considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire of Waroona to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which has been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The Local Government Reporting Entity

All funds through which the Shire of Waroona controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the trust fund are excluded from the financial statements.

Critical accounting and judgement estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from those estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 annual budget. Please refer to the adopted budget document for details of these policies.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 2: Statement of Financial Activity Information

2a. Net current assets used in the Statement of Financial Activity	Last Year Closing 30 June 2025	30/06/2026
Current assets		
Cash and cash equivalents	6,086,560	7,816,937
Trade and other receivables	376,018	384,543
Inventories	19,138	12,202
Contract assets	244,457	49,545
Other assets	2,160	29,973
Total current assets	6,728,333	8,293,200
Current liabilities		
Trade and other payables	(1,201,342)	(1,493,391)
Contract liabilities	(298,580)	(863,143)
Total current liabilities	(1,499,922)	(2,356,534)
Net current assets	5,228,411	5,936,666
Less: Total adjustments to net current assets	(2,941,131)	(3,311,432)
Net current assets used in the Statement of Financial Activity	2,287,280	2,625,234

2b. Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets

Less: Cash - reserve accounts	(2,911,109)	(3,311,432)
Add: Deferred pensioners	(30,022)	0
less: Total adjustments to net current assets	(2,941,131)	(3,311,432)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by the *Local Government (Financial Management) Regulation 32*.

2c. Non-cash amounts excluded from operating activitiesYTD
Budget (a)YTD
Actual (b)

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to operating activities

Less: Profit on asset disposals	(1,032)	(2,016)
Less: Fair value adjustment to financial assets	0	0
Add: Loss on asset disposals	31,526	10,673
Add: Depreciation	2,717,486	2,608,528
Add: Movement in employee provisions	123,380	
Total current assets	2,871,360	2,617,185

2d. Non-cash amounts excluded from investing activitiesYTD
Budget (a)YTD
Actual (b)

The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to investing activities

Right of use assets recognised	233,072	233,072
Total current assets	233,072	233,072

2e. Non-cash amounts excluded from financing activitiesYTD
Budget (a)YTD
Actual (b)

The following non-cash revenue or expenditure has been excluded from amounts attributable to financing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to financing activities

Less: Lease liability recognised	(233,072)	(233,072)
Total current assets	(233,072)	(233,072)

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets

Less: Reserve accounts	(2,911,109)	(3,311,432)
Total adjustments to net current assets	(2,911,109)	(3,311,432)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or a liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated, assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 3: Explanation of Material Variances

Comments/Reason for Variance

Council policy in relation to materiality states that for highlighting variances (budget to actual) the factor shall be 10% with a minimum of \$30,000.

3.1 Revenue from operating activities

The following activities were identified as having a material variance in accordance with Council Policy:

Grants, subsidies and contributions

Income is higher than budgeted due to early payment of Financial Assistance grants for 26/27.

Fees and Charges

Income is higher than budgeted due to higher than expected income from fees and charges including payment of Planning fines and fees, Rec Centre charges and refuse site fees.

Profit on asset disposals

Income is higher due to higher than expected profit for trade in of plant.

3.2 Expenditure from operating activities

The following activities were identified as having a material variance in accordance with Council Policy:

Employee costs

Employee costs are lower than budgeted due staff restructures and staff resignations.

Materials and contracts

Expenses are lower than budgeted due to lower than expected expenditure for materials and contracts.

Depreciation

Depreciation costs are lower than expected due June depreciation not yet calculated.

Insurance

Insurance costs are lower due to insurance expenditure for Plant Operations Costs allocated in different IE code.

Other expenditure

Other expenditure are lower than budgeted due to lower than expected expenditure.

Loss on asset disposal

Expenditure funds are lower than budgeted due to lower than expected loss on asset disposal.

3.3 Inflows from investing activities

The following activities were identified as having a material variance in accordance with Council Policy:

Proceeds from capital grants, subsidies and contributions

Income is lower than budgeted due to grant income received transferred to contract liability and funds not spent as yet. Please refer to note 8.

Proceeds from disposal of assets

Income is lower than budgeted due to lower than expected sale of assets.

3.4 Outflows from investing activities

The following activities were identified as having a material variance in accordance with Council Policy:

Payments for property, plant and equipment

Expenditure is lower than budgeted due to lower than expected expenditure.

Payments for construction of infrastructure

Expenditure is lower than budgeted due to lower than expected expenditure.

3.5 Inflows from financing activities

The following activities were identified as having a material variance in accordance with Council Policy:

Nil

3.6 Outflows from financing activities

The following activities were identified as having a material variance in accordance with Council Policy:

Nil

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

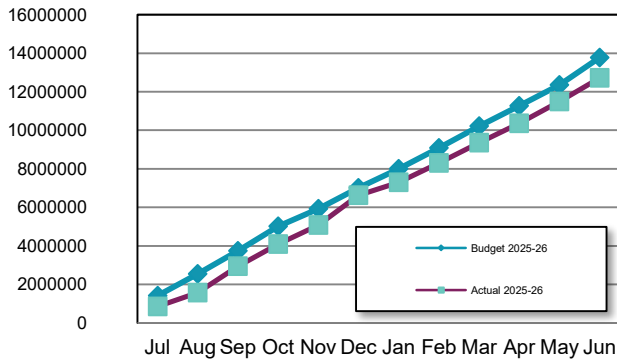


FOR THE PERIOD ENDED 30 JUNE 2026

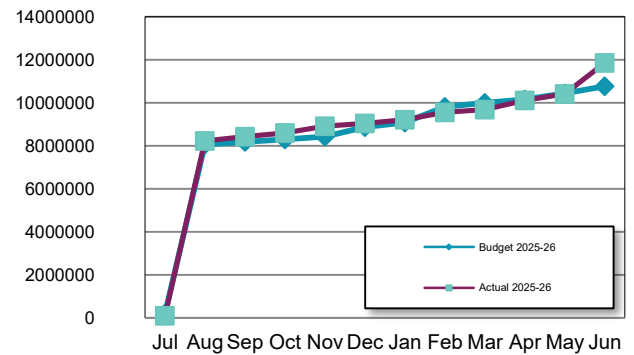
NOTE 4 - Graphical Representation - Source Statement of Financial Activity

OPERATING EXPENSES & REVENUE - GRAPHICAL REPRESENTATION

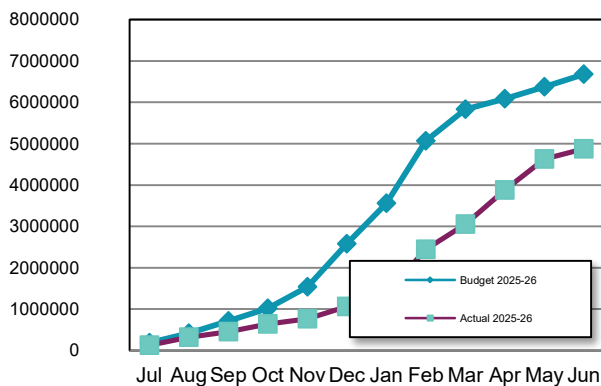
BUDGET OPERATING EXPENSES -v- YTD ACTUAL



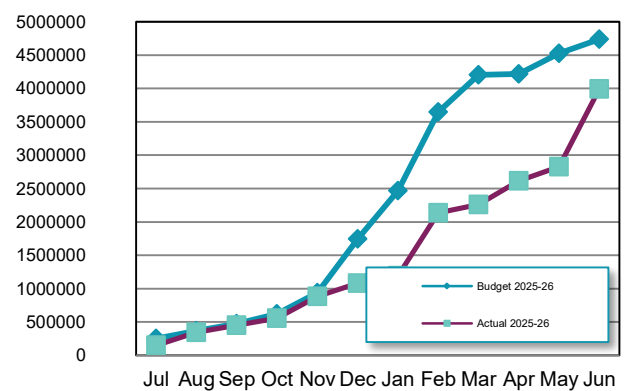
BUDGET OPERATING REVENUES -v- YTD ACTUAL



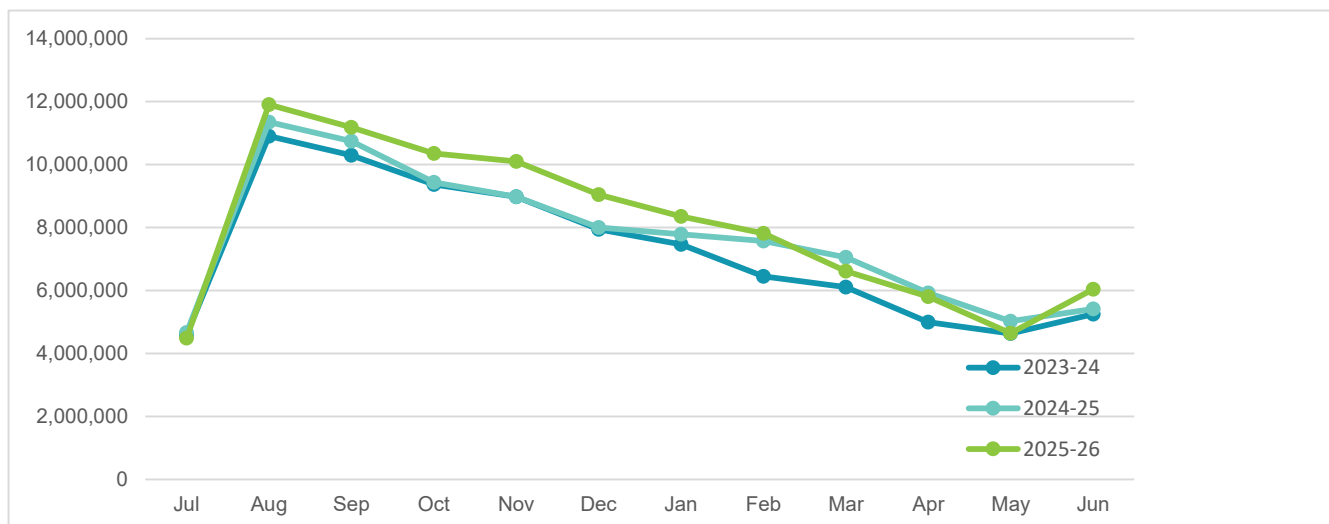
BUDGET CAPITAL EXPENSES -v- YTD ACTUAL



BUDGET CAPITAL REVENUES -v- YTD ACTUAL



NET CURRENT FUNDING POSITION (Note 2a)



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 5: Cash and Financial Assets

Details	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Bank	Maturity Date
(a) Cash Deposits								
Municipal Account	N/A	4,569,133	0	0	0	4,569,133	NAB	N/A
Cash on Hand	N/A	1,750	0	0	0	1,750	NAB	N/A
Trust Account	N/A	0	0	2,597,485	0	2,597,485	NAB	N/A
(b) Reserve Term Deposit								
Reserve Term Deposit	5.05%	0	3,311,431	0	0	3,311,431	NAB	24/09/2026
(c) Investments								
Nil						0		
TOTAL		4,570,883	3,311,431	2,597,485	0	10,479,799		

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of six months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give us rise to cash flows that are solely payments of principal and interest.

Please note: All Reserve accounts have been placed into one term deposit. All interest accrued will be split propositionally over the individual reserves once received.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 6: Cash Backed Reserve

Reserve Name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$			\$	\$	\$	\$	\$
Sporting	82,857	0	0	0	82,857	82,857	3,518		0	86,375
Council Building Maintenance	207,305	0			207,305	207,305	8,802		0	216,108
Rec Centre Building Maintenance	105,693	0			105,693	105,693	4,488	15,000	0	125,181
Preston Beach Volunteer Rangers	61,039	0	13,905		74,944	61,039	2,592	13,892	0	77,523
Emergency Assistance	122,196	0			122,196	122,196	5,188		0	127,384
Works Depot Redevelopment	92,563	0			92,563	92,563	3,930		0	96,493
Council Building Construction	74,415	0			74,415	74,415	3,160		0	77,575
Information Technology	131,687	0			131,687	131,687	5,591	25,000	0	162,278
Footpath Construction	36,741	0			36,741	36,741	1,560		0	38,301
Plant Replacement	375,829	0	100,000		475,829	375,829	15,958	100,000	(21,800)	469,987
Staff Leave	30,408	0	10,000		40,408	30,408	1,291	10,000	0	41,699
Strategic Planning	3,020	0			3,020	3,020	128		0	3,148
Waste Management	1,278,264	0	135,450	(25,000)	1,388,714	1,278,264	54,276	135,450	(21,553)	1,446,437
History Book Reprint	12,787	0	300		13,087	12,787	543	727	0	14,057
Risk & Insurance	10,628	0			10,628	10,628	451	0	0	11,079
Drakesbrook Cemetery	47,178	0	20,000		67,178	47,178	2,003	20,000	0	69,181
Waroona North Development	238,500	0	0	0	238,500	238,500	10,127	0	0	248,627
Total	2,911,109	0	279,655	(25,000)	3,165,764	2,911,109	123,607	320,069	(43,353)	3,311,432

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 7: Capital Disposals and Acquisitions

Profit(Loss) of Asset Disposal				Disposals		Current Budget		
Account	WDV	Proceeds	(Loss)			Budget	Actual	Variance
	\$	\$	\$	Prog		\$	\$	\$
0574	21,620	23,636	2,016	Gov	Officer vehicle (MCS)	39,500	39,632	132 ▲
4164	20,203	20,000	(203)	Econ	Officer vehicle (BMC)	55,000	43,795	(11,205) ▼
7154	26,034	21,818	(4,216)	Rec	Officer vehicle (MRS)	32,500	38,152	5,652 ▲
3554	11,458	6,500	(4,958)	Trans	Toro 3280 Mower (P71)	62,000	26,389	(35,611) ▼
3554	16,796	15,500	(1,296)	Trans	Toro PLH800 Mower (P73)	49,000	36,525	(12,475) ▼
2254	0	0	0			45,468	45,468	0
96,111	87,454	(8,657)	TOTALS			283,468	229,962	(53,506)

Contributions Information				Summary Acquisitions		Current Budget		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance
\$	\$	\$	\$			\$	\$	\$
				Property, Plant & Equipment				
0	0	0	0	Land and Buildings		227,500	489,830	262,330 ▲
0	0	0	0	Plant & Equipment		238,000	184,494	(53,506) ▼
0	0	0	0	Furniture & Equipment		13,900	7,179	(6,721) ▼
				Infrastructure				
1,615,252	0	0	1,615,252	Roadworks		2,198,254	346,392	(1,851,862) ▼
0	0	450,000	450,000	Other Infrastructure		2,160,397	1,251,291	(909,106) ▼
1,615,252	0	450,000	2,065,252	Totals		4,838,051	2,279,186	(2,558,865)

Contributions				Land & Buildings		Current Budget		
Grants/Cont	Reserve	Borrow	Total			This Year		
\$	\$	\$	\$	Prog	Description	Budget	Actual	Variance
0	0	0	0	Gov	Administration Office - disability access etc	42,600	443,676	401,076 ▲
0	0	0	0	Health	Community Resource Centre - Internal repairs	9,200	0	(9,200) ▼
0	0	0	0	E & W	Playgroup Roof Repairs	10,000	0	(10,000) ▼
0	0	0	0	Comm	PB Toilets - Plumbing Upgrades	10,000	11,130	1,130 ▲
0	0	0	0	R & C	Football Club, PB Golf Club Repairs	43,000	0	(43,000) ▼
0	0	0	0	R & C	Jims Kitchen - Remove Gutters	4,000	26,932	22,932 ▲
0	0	0	0	R & C	PB Community Hall - Remove internal wall	14,000	0	(14,000) ▼
0	0	0	0	R & C	WRAC - Install patio, repair leaks, painting etc	80,700	0	(80,700) ▼
0	0	0	0	Trans	Depot - Replace roller doors	14,000	8,093	(5,907) ▼
0	0	0	0	Totals		227,500	489,830	262,330

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 7: Capital Disposals and Acquisitions

Contributions				Plant & Equipment		Current Budget			
						This Year			
Grants	Reserve	Borrow	Total			Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	Prog	Description	\$	\$	\$	
0	0	0	0	Gov	Replace MCS Vehicle	39,500	39,632	132	▲
0	0	0	0	Econ	Replace BMC Vehicle	55,000	43,795	(11,205)	▼
0	0	0	0	Rec	Replace MRS Vehicle	32,500	38,152	5,652	▲
0	0	0	0	Trans	Replace Toro 3280 Mower	62,000	26,389	(35,611)	▼
0	0	0	0	Trans	Replace Toro PLH800 Mower	49,000	36,525	(12,475)	▼
0	0	0	0		Totals	238,000	184,494	(53,506)	

Contributions				Furniture & Equipment		Current Budget			
						This Year			
Grants	Reserves	Borrow	Total			Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	Prog	Description	\$	\$	\$	
0	0	0	0	L,O & PS	Law, Order, Public Safety	0	0	0	
0	0	0	0	R & C	WRAC - Replace various equipment	13,900	7,179	(6,721)	▼
0	0	0	0	Econ	Visitor Centre	0	0	0	
0	0	0	0	L,O & PS	Law, Order, Public Safety	0	0	0	
0	0	0	0		Totals	13,900	7,179	(6,721)	

Contributions				Infrastructure - Roads		Current Budget			
						This Year			
Grants	Reserves	Borrow	Total			Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$			\$	\$	\$	
449,252	0	0	449,252	Trans	Roads to Recovery	449,251	18,905	430,346	▼
1,166,000	0	0	1,166,000	Trans	Roads Works Total Construction	1,749,003	327,487	1,421,516	▼
1,615,252	0	0	1,615,252	Totals		2,198,254	346,392	1,851,862	

Contributions				Other Infrastructure		Current Budget		
						This Year		
Grants	Reserve	Borrow	Total			Budget	Actual	Variance (Under)Over
\$	\$	\$	\$			\$	\$	\$
18,885	0	0	18,885	L,O & PS	Evacuation Centre Upgrade (grant dependent)	54,794	0	(54,794) ▼
0	0	0	0	CA	Buller Rd - Transfer Station construction	0	0	0
0	0	0	0	CA	Townsite drainage works	155,000	0	(155,000) ▼
0	0	0	0	R & C	Parks - Capital upgrades	22,800	0	(22,800) ▼
0	0	0	0	R & C	Ovals - New pump & extend reticulation	0	0	0
166,456	0	0	166,456	R & C	Drakesbrook Weir Upgrades / PB Carpark	22,800	0	(22,800) ▼
0	0	0	0	Trans	Footpath construction & upgrades	251,763	10,109	(241,654) ▼
0	0	450,000	450,000	Econ	Railside Park - Phase 2	450,000	358,678	(91,322) ▼
1,203,240	0	0	1,203,240	Econ	Peel Regional Trails development	1,203,240	882,504	(320,736) ▼
1,388,581	0	450,000	1,838,581	Totals		2,160,397	1,251,291	(909,106)

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 8: Grants, subsidies and contributions (Contract Liabilities & Contract Assets)

NOTE 8a: Operating grants subsidies and contributions

Name of Grant	Provider	Liability at 1 July 2025	Increase in liability	Spent Funds	Current Contract Asset/Liability	Annual Budget	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Library LBW Trust Learning	Friends of Libraries	0	500	(500)	0	500	0	500	0
Technology and Digital Inclusion Grant	State Library WA	0	5,000	(5,000)	0	0	0	5,000	0
Community Engagement Program	Alcoa of Australia	2,427	15,000	(15,402)	2,025	2,427	0	0	0
Mitigation Activity Grant Funding RD1	DFES	0	49,500	(49,500)	0	49,500	0	49,500	0
Evacuation Centre Backup Power Supply	DFES	(4,090)	0	(14,794)	(18,884)	57,794	0	0	18,885
Streets Alive - Safer Crossings	Town Team Movement	200	0	(200)	0	200	0	0	0
Urban Greening Program	WALGA	3,775	0	(3,775)	0	3,775	0	0	0
Waste Sorted Community Education	Waste Sorted	697	0	(697)	0	697	0	0	0
Seniors Week	COTA WA	0	0	0	0	1,000	0	0	1,000
Emergency Services Dinner	Volunteering WA	0	1,500	(1,500)	0	0	0	1,500	0
Youth Week	Dept of Communities	0	3,000	(3,000)	0	3,000	0	0	3,000
Community Safety Initiative	WA Police	0	2,500	0	2,500	0	0	2,500	0
Volunteer Breakfast	Dept of Communities	0	1,000	(1,000)	0	1,500	0	0	1,500
Public Health Initiative	Public Health	12,103	0	(8,606)	3,497	12,103	0	0	0
Australia Day 2026	Australia Day Council	0	12,736	(12,736)	0	15,000	0	12,736	0
Anzac Day 2026	Lotterywest	0	5,000	(5,000)	0	0	0	5,000	0
Ebb & Flow	Ebb & Flo	2,331	0	(2,331)	0	2,332	0	0	0
Drakebrook Cemetery NRM Funding	DPIRD	9,856	0	(4,144)	5,712	9,856	0	0	0
Total		27,300	95,736	(128,186)	(10,862)	159,685	0	76,736	24,385

NOTE 8b: Capital grants subsidies and contributions

Name of Grant	Provider	Liability at 1 July 2025	Increase in liability	Spent Funds	Current Contract Asset/Liability	Adopted budget revenue	Budget variations	YTD Revenue Actual	Remaining expected funds
		\$	\$	\$	\$	\$	\$	\$	\$
Peel Regional Trails Grant - Start Up	Peel Development Comm	86,516	0	(86,516)	0	1,203,240	0	630,000	353,129
Peel Regional Trails Grant - Milestone 2 & 3	Peel Development Comm	133,595	630,000	(794,256)	(30,661)	0	0	0	0
LRCI Phase 4	Dept Infrastructure	(182,498)	182,498	0	0	0	0	182,498	0
LRCI Phase 3	Dept Infrastructure	(57,869)	57,869	0	0	0	0	57,869	0
Pinjarra Community Grant - BF Brigades	Bendigo Bank	1,867	0	0	1,867	1,867	0	0	0
Waroona Football Club Upgrades	Dept Creative Indust Tourism	0	100,000	(7,935)	92,065	0	100,000	100,000	0
Shared Path Upgrade	Dept of Transport	0	40,000	(40,000)	0	40,000	0	40,000	0
Lake Clifton Bridge (BR03)	Main Roads WA	0	514,000	0	514,000	0	514,000	385,500	128,500
Roads to Recovery	Main Roads WA	46,369	270,698	(317,067)	0	353,604	0	270,698	82,906
Road Safety Program (Lake Clifton Rd)	Main Roads WA	0	238,494	0	238,494	0	238,494	238,494	0
Road Safety Program (Nanga Brook Rd)	Main Roads WA	0	0	0	0	0	0	0	0
Regional Road Group (RC87)	Main Roads WA	0	250,800	(250,800)	0	375,001	0	250,800	0
Regional Road Group (RC05)	Main Roads WA	0	151,370	(151,370)	0	225,001	0	151,370	0
Regional Road Group (RC82)	Main Roads WA	0	1,006,210	(1,006,210)	0	750,000	0	1,006,210	0
Regional Road Group (RC47)	Main Roads WA	0	120,000	(117,017)	2,983	300,000	0	120,000	0
Regional Road Group (RC20)	Main Roads WA	0	66,589	(66,589)	0	99,001	0	66,589	0
Total		27,980	3,628,528	(2,837,760)	818,748	3,347,714	852,494	3,500,028	564,535
Total contract asset					863,143				
Total contract liability					(49,545)				

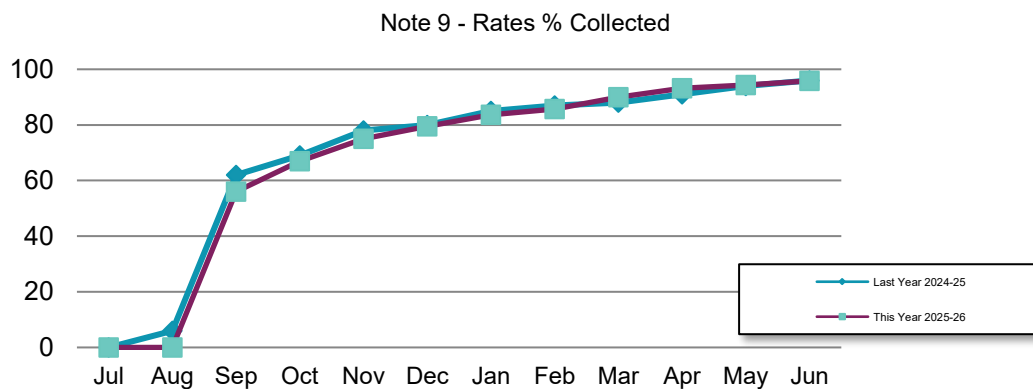
SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 9: Receivables

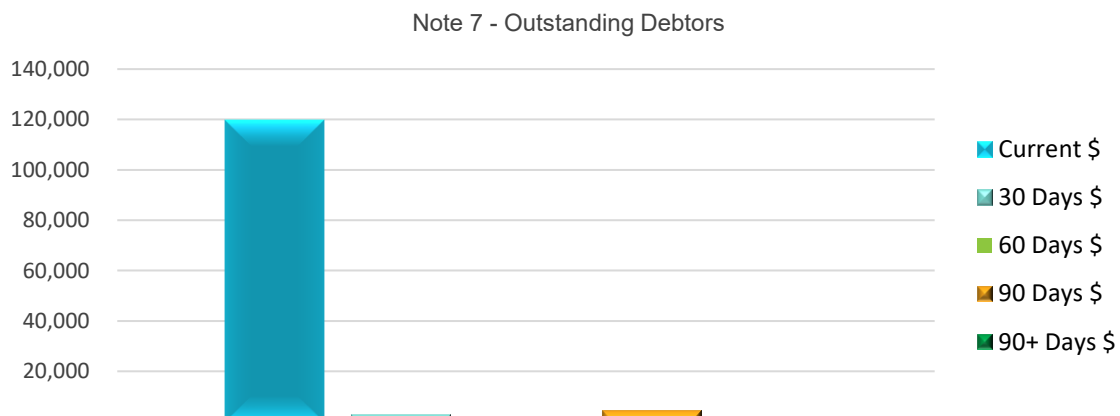
Receivables - Rates & Rubbish	Current 2025-26	Previous 2024-25
	\$	\$
Opening Arrears Previous Years	145,720	151,325
Rates, Service Charges & Waste Levy this year	7,984,309	7,393,609
Less Collections to date	(7,792,601)	(7,247,889)
Equals Current Outstanding	191,708	145,720
Net Rates Collectable	191,708	145,720
% Collected	95.85%	96.06%



Comments/Notes - Receivables Rates and Rubbish

Receivables - General	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	119,811	2,768	1,076	4,583	
Total Outstanding	128,238				

Amounts show above include GST (where applicable).



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

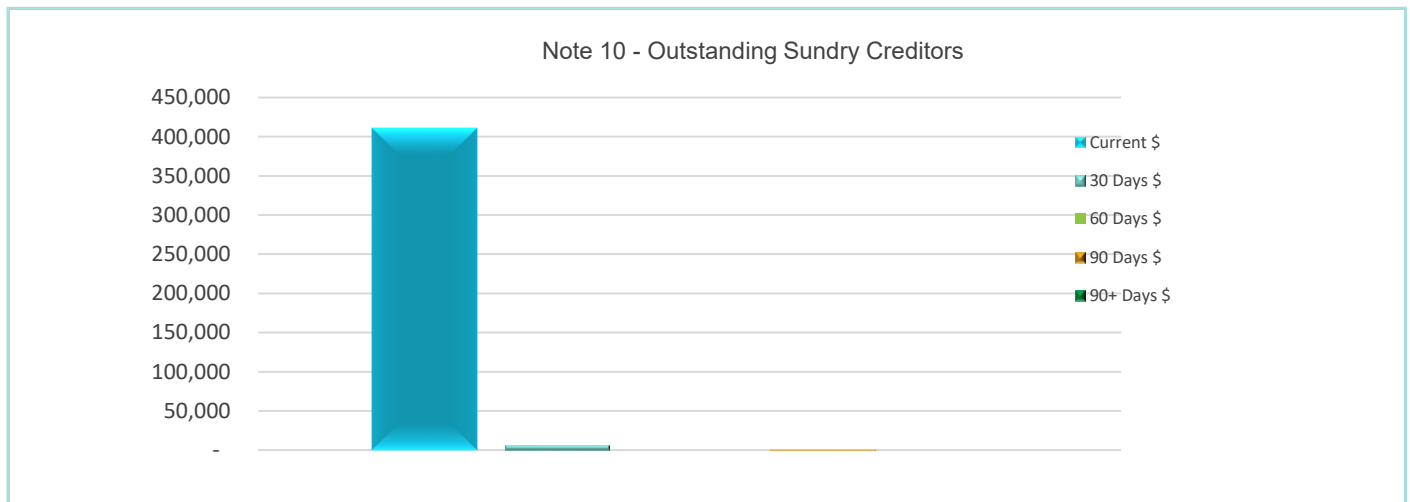


FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 10: Payables

Sundry Creditors	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	411,489	6,092	-	429	-
Total Outstanding	418,009				

Amounts show above include GST (where applicable).



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 11: Rating Information

Rate Type	Basis of valuation	Rate in	Number of Properties	2025/26 Actual Rateable Value	2025/26 Actual Rate Revenue	2025/26 Actual Interim Rates	2025/26 Actual Total Revenue	2025/26 Budget Rate Revenue	2025/26 Budget Interim Rate	2025/26 Budget Total Revenue	2024/25 Actual Total Revenue
		\$	\$	\$	\$	\$	\$	\$		\$	\$
General rates											
Gross rental valuation	Gross rental value	0.109905	1,533	29,268,384	3,214,916	\$11,909	3,226,825	3,214,916	0	3,214,916	3,189,429
Unimproved valuation	General farming	0.006054	511	322,634,084	1,951,683	\$2,480	1,954,163	1,951,683	0	1,951,683	1,825,255
Unimproved valuation	Industry and mining	0.012107	5	27,114,000	328,269	\$0	328,269	328,269	0	328,269	301,384
Unimproved valuation	Intensive agriculture	0.009081	4	5,016,000	45,550	\$0	45,550	45,550	0	45,550	42,710
Total general rates			2,053	384,032,468	5,540,418	\$14,389	5,554,807	5,540,418	0	5,540,418	5,358,778
Minimum payment											
		Minimum									
Gross rental valuation	Gross rental value	1,390	607	4,897,676	863,190	\$0	863,190	863,190	0	863,190	821,890
Unimproved valuation	Unimproved value	1,390	91	10,839,844	122,320	\$0	122,320	122,320	0	122,320	124,899
Total general rates			698	15,737,520	985,510	\$0	985,510	985,510	0	985,510	946,789
Total rates			2,751	399,769,988	6,525,928	\$14,389	6,540,317	6,525,928	0	6,525,928	6,305,567

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

Note 12: Information on Borrowings

(a) Debenture Repayments

Loan Details	Loan No.	Principal 1-Jul-25	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$
Town Centre Park Land Purchase	122	529,244	0	0	(30,350)	(30,350)	498,894	498,894	(8,330)	(8,330)
Waroona Community Precinct Development	123	406,999	0	0	(15,783)	(15,783)	391,216	391,216	(19,816)	(19,816)
Town Centre Land Purchase 26 & 28 Fouracre Street	124	497,444	0	0	(19,291)	(19,291)	478,153	478,153	(24,219)	(24,219)
TOTAL		1,433,687	0	0	(65,424)	(65,424)	1,368,263	1,368,263	(52,364)	(52,365)

All debenture repayments were financed by general purpose revenue.

(b) Unspent borrowings

Particulars	Date Borrowed	Unspent Balance 30 June 2023	Borrowed During the Year	Expended During the Year	Unspent Balance 30 June 2025
Loan 123 - Waroona Community Precinct		450,000	0	(358,678)	91,322
TOTAL		450,000	0	(358,678)	91,322

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 13: Budget Amendments

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
	Opening Balance - Difference between budget surplus and actual surplus					21,147
3585	Increase transfer of funds from plant reserve for repairs to CAT 120H Grader	OCM25/08/119	Reserve Transfer	21,800	0	42,947
3554	Increase capital expenditure for repairs to CAT 120H Grader	OCM25/08/119	Capital Expenses	0	(21,800)	21,147
3275	Increase capital income to account for additional income from Regional Road Group	OCM25/10/166	Capital Revenue	500,000	0	521,147
3355	Increase capital income to account for loan income for Preston Beach Road	OCM25/10/166	Capital Revenue	250,000	0	771,147
3204 (RC82)	Increase capital expenditure to account for increase in road expenditure for Preston Beach Road	OCM25/10/166	Capital Expenses	0	(750,000)	21,147
0091	Adjustment of General purpose Financial Assistance grant	OCM25/11/185	Operating Revenue	112,867	0	134,014
3265	Adjustment of Local Roads Financial Assistance grant	OCM25/11/185	Capital Revenue	25,768	0	159,782
3295	Increase income for the inclusion of special project Lake Clifton Bridge works	OCM25/11/185	Capital Revenue	514,000	0	673,782
3514 (BR03)	Increase in expenditure to account for Lake Clifton Bridge works	OCM25/11/185	Capital Expenses	0	(514,000)	159,782
2353	Increase in planning fines and infringement income	OCM25/11/185	Operating Revenue	67,000	0	226,782
3514 (BR03)	Increase expenditure for Lake Clifton Bridge propping and safety	OCM25/11/185	Capital Expenses	0	(20,000)	206,782
0452	Decrease expenditure to move funds from audit expenses to other expenses	OCM25/11/185	Operating Expenses	5,000	0	211,782
0432	Increase expenditure to move funds from audit expenses to other expenses	OCM25/11/185	Operating Expenses	0	(5,000)	206,782
3203	Reduction of reimbursement income from 23/24 LGGS overspend	OCM25/11/185	Operating Revenue	0	(3,114)	203,668
0544	Increase capital expenditure to replace ducted air conditioning system in Administration Office.	OCM25/11/185	Capital Expenses	0	(15,000)	188,668
2983	Income received from Library grant.	OCM25/11/185	Operating Revenue	2,500	0	191,168
3014	Increase expenditure for Library inventory to satisfy grant co-funding	OCM25/11/185	Operating Expenses	0	(5,000)	186,168
3002	Increase IT expenditure for Library to cover imaging and install of PC's	OCM25/11/185	Operating Expenses	0	(2,500)	183,668
0582	Increase expenditure for new chairs for staff as per ergonomic assessment	OCM25/11/185	Operating Expenses	0	(5,600)	178,068
0544	Funding for donga power, air con, data and electrical at Depot	OCM25/11/185	Capital Expenses	0	(15,000)	163,068
2162	Increase expenditure to complete Planning Strategy and Scheme	OCM25/11/185	Operating Expenses	0	(8,000)	155,068
2052 (C005)	Increase expenditure for dune brushing at Preston Beach	OCM25/11/185	Operating Expenses	0	(8,000)	147,068
3634 (PK04)	Increase expenditure for Lake Clifton master plan and works	OCM25/11/185	Capital Expenses	0	(80,000)	67,068
7104	Increase expenditure for roof fans for stadium courts	OCM25/11/185	Capital Expenses	0	(19,000)	48,068
3912	Increase expenditure to host industry and community motivational workshops (C1.2.3)	OCM25/11/185	Operating Expenses	0	(10,000)	38,068
3912	Increase expenditure for digital content creation (photos, videos) (D1.1.2)	OCM25/11/185	Operating Expenses	0	(3,068)	35,000
4794	Transfer to IT Reserve	OCM25/11/185	Reserve Transfer	0	(25,000)	10,000
7144	Increase expenditure for new chairs for the Recreation Centre	OCM25/11/185	Capital Expenses	0	(10,000)	0
3225	Increase income for regional road safety program - Nanga Brook Road	OCM25/11/185	Capital Revenue	93,070	0	93,070
3225	Increase income for regional road safety program - Lake Clifton Road	OCM25/11/185	Capital Revenue	145,424	0	238,494
3204 (RC89)	Increase expenditure for Nanga Brook Road - Install AEC & ACL	OCM25/11/185	Capital Expenses	0	(93,070)	145,424
3204 (RC88)	Increase expenditure for Lake Clifton Road - Seal shoulder	OCM25/11/185	Capital Expenses	0	(145,424)	0
7162 (AQ02)	Transfer funding from Rec Centre maintenance to capital account for plant repairs	OCM25/11/185	Operating Expenses	18,875	0	18,875
7154	Increase expenditure for Rec Centre plant upgrade	OCM25/11/185	Capital Expenses	0	(18,875)	0
2983	Increase income for Library grant	OCM25/12/201	Operating Revenue	2,500		2,500
3044	Increase expenditure for Library grant	OCM25/12/201	Capital Expenses		-2,500	0
3014	Move funds from operating expenses to capital expenses for Library grant	OCM25/12/201	Operating Expenses	5,000		5,000

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



NOTE 13: Budget Amendments (cont)

GL Account Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
3044	Move funds from operating expenses to capital expenses for Library grant	OCM25/12/201	Capital Expenses		(5,000)	0
5202	Reallocate funding from Project Officer to Community & Economic Development	OCM26/02/018	Operating Expenses		(47,359)	(47,359)
0092	Reallocate funding from Project Officer to Community and Economic Development	OCM26/02/018	Operating Expenses	47,359		0
7282	Reallocate funding from building maintenance to Cleaner wages	OCM26/02/018	Operating Expenses		(10,000)	(10,000)
0544	Reduce funding for Donga floor repair	OCM26/02/018	Capital Expenses	4,000		(6,000)
2474	Reduce funding for Preston Beach Community Hall - Remove Non-compliance internal wall (Old Fire Shed)	OCM26/02/018	Capital Expenses	6,000		0
4423	Increase income account to workers compensation reimbursements received from LGIS	OCM26/02/018	Operating Revenue	120,000		120,000
4402	Increase PWO leave expense to allow for substantial Workers Compensation expenditure	OCM26/02/018	Operating Expenses		(120,000)	0
3564	Reallocate funding from capital P&E to non-capital P&E - Infrastructure expenses	OCM26/02/018	Operating Expenses		(12,000)	(12,000)
3524	Reallocate funding from capital P&E to non-capital P&E - Infrastructure expenses	OCM26/02/018	Capital Expenses	12,000		0
7772	Reduce business case funding account to reallocate funds to the Enviro Centre	OCM26/02/018	Operating Expenses	30,000		30,000
3812	Reduce Noxious Plant Control expenditure	OCM26/02/018	Operating Expenses	30,500		60,500
0503	Increase income received from other LG's for LSL entitlements paid out	OCM26/02/018	Operating Revenue	11,700		72,200
2394	Increase funding for installation of a dump at Preston Beach	OCM26/02/018	Capital Expenses		(20,000)	52,200
7762	Increase expenditure to the Enviro Centre building maintenance account	OCM26/02/018	Operating Expenses		(52,200)	0
2812	Decrease in Visitor Centre operation expenditure	OCM26/02/018	Operating Expenses	750		750
2772	Decrease in Visitor Centre project costs	OCM26/02/018	Operating Expenses	750		1,500
2872	Increase in training and conference expenses for Visitor Centre	OCM26/02/018	Operating Expenses		(1,500)	0
3204 (RC89)	Decrease expenditure for Nanga Brook Road	OCM26/02/018	Capital Expenses	93,070		93,070
3204 (RC88)	Increase expenditure to Lake Clifton Road	OCM26/02/018	Capital Expenses		(93,070)	0
0592	Increase in expenditure for Bushfire Mitigation Risk Coordinator	OCM26/02/018	Operating Expenses		(77,757)	(77,757)
0723	Increase income received for Bushfire Mitigation Risk Coordinator	OCM26/02/018	Operating Expenses	77,757		0
2834	Reallocate project savings from Cricket Club plumbing	OCM26/02/018	Capital Expenses	5,323		5,323
3754	Increase expenditure to fix drainage surrounding Jims Kitchen	OCM26/02/018	Capital Expenses		(5,323)	0
2835	Increase grant income funding received for Waroona Football Club upgrades	OCM26/03/031	Capital Revenue	100,000		100,000
2834	Increase capital expenditure for Waroona Football Club upgrades	OCM26/03/031	Operating Expenses		(100,000)	0
3255	Reduce income to account for amendment to Roads to Recovery funding allocation	OCM26/04/044	Operating Revenue		(95,647)	(95,647)
3184 (RR57)	Reduce expenditure for Panorama Drive for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	27,700		(67,947)
3184 (RR60)	Reduce expenditure for Fitzpatrick Place for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	7,677		(60,270)
3184 (RR61)	Reduce expenditure for Palmerston Street for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	38,602		(21,668)
3184 (RR62)	Reduce expenditure for Waltham Court for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	4,149		(17,519)
3184 (RR64)	Reduce expenditure for DeHamel Street for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	9,204		(8,315)
3184 (RR56)	Reduce expenditure for Armstrong Hills Drive for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	2,550		(5,765)
3184 (RR63)	Reduce expenditure for McLarty Steet / Lyons Road for Roads to Recovery funding allocation	OCM26/04/044	Operating Expenses	5,765		0
0092	Reduce expenditure account for Strategic Planning for the Eastcott St residential development	OCM26/05/065	Operating Expenses	35,000		35,000
1714	Increase expenditure account for the Eastcott St residential development	OCM26/05/065	Capital Expenses		(35,000)	0
2254	Increase capital expenditure for the purchase of the Manager Development Services vehicle following insurance claim write off	OCM26/06/076	Capital Expenses		(45,468)	(45,468)
2243	Increase income for insurance claim received for the Manager Development Services vehicle insurance write off	OCM26/06/076	Operating Revenue	32,338		(13,130)
2212	Move funds from operating account to capital account for purchase of Manager Development Services vehicle following insurance claim write off	OCM26/06/076	Operating Expenses	13,130		0
7662	Increase expenditure for Enviro Centre building maintenance works	OCM26/06/076	Operating Expenses		(10,600)	(10,600)
3292	Move funds from expenditure account to Enviro Centre building maintenance for completion of works	OCM26/06/076	Operating Expenses	10,600		0
1403	Increase income account for insurance claim received for damages to Arts and Craft Centre kitchen cabinetry and flooring	OCM26/06/076	Operating Revenue	8,581		8,581

Appendix 11.3.2

1044	Increase capital expenditure for insurance claim received for Arts and Craft Centre kitchen cabinetry and flooring	OCM26/06/076	Capital Expenses		(8,581)	0
3624 (OV98)	Move funds from capita expenditure to road maintenance for storm cleanup	OCM26/06/076	Capital Expenses		(22,800)	(22,800)
3382 (Z990)	Move funds from capita expenditure to road maintenance for storm cleanup	OCM26/06/076	Operating Expenses	22,800		0
4814	Increase transfer to reserve account for actual income received for History Book reserve	OCM26/06/076	Reserve Transfer		(427)	(427)
7573	Increase income for Sale of History Books for actual income received	OCM26/06/076	Operating Revenue	427		0
4714	Transfer to the Rec Centre Building Maintenance Reserve account for unspend building maintenance funds	OCM26/06/076	Reserve Transfer		(15,000)	(15,000)
7162 (AQ02)	Transfer to the Rec Centre Building Maintenance Reserve account for unspend building maintenance funds	OCM26/06/076	Operating Expenses	15,000		0

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 14: Trust Fund

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1-Jul-25	Received	Paid	30-Jun-26
ALCOA WAROONA SUSTAINABILITY	2,146,506	294,536	(46,314)	2,394,728
PUBLIC OPEN SPACE	140,571	3,896	0	144,467
EXTRACTIVE INDUSTRIES	19,470	540	0	20,010
COMMERCIAL BOND	15,390	427	0	15,817
SECURITY BOND	0	0	0	0
TOTAL	2,321,937	299,398	(46,314)	2,575,022



COUNCIL POLICY

FP003 – Purchase Orders Authority



1. Intention

To provide clear guidance to officers of their purchasing limits for goods and services and whether their authority extends to capital items in addition to operational items.

2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

3. Statement

The following employee authorities shall exist for the issue of purchase orders for the supply of goods and services in accordance with Council's adopted budget, policies and statutory requirements.

Position	Purchase Order Authority
Chief Executive Officer	General authority.
Director Corporate & Community Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Director Customer & Development Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Executive Manager Infrastructure Services	Specific authority to purchase budgeted directorate requirements up to \$149,999, including capital works. General Authority (outside of Directorate) to purchase up to \$24,999
Project Director	Specific authority to issue orders of an operational and capital nature within the Directorate to the value of \$24,999. General Authority (outside of Directorate) up to \$7,500.
Manager Corporate Services	Specific authority to issue orders of an operational and capital nature within the Directorate to the value of \$24,999. General Authority (outside of Directorate) up to \$7,500.

Position	Purchase Order Authority
Manager Development Services	Specific authority to issue orders of an operational and capital nature within the Directorate to the value of \$24,999. General Authority (outside of Directorate) up to \$7,500.
Manager Recreation Services	Authority to issue orders of an operational nature associated with daily functioning of Recreation Services, up to \$7,500. Authority does not extend to capital equipment purchases.
Manager Community & Economic Development	Authority to issue orders of an operational nature with relation to place & community development up to \$10,000 Authority does not extend to capital purchases.
Senior Finance Officer	Authority to issue orders of an operational nature with relation to corporate services up to \$2,000
Coordinator Team leader Works & Services	Authority to issue orders of an operational nature with relation to works and services up to \$2,000
Building Maintenance Coordinator Facilities	Authority to issue orders of an operational or capital nature with relation to building maintenance up to \$2,000 \$7,500
Plant Mechanic	Authority to issue orders of an operational nature with relation to plant repairs, depot and workshop maintenance up to \$2,000
Parks & Gardens Co-ordinator Supervisor	Authority to issue orders of an operational nature with relation to parks & gardens maintenance up to \$2,000
Visitor Centre Manager	Authority to issue orders of an operational nature associated with the function of the Waroona Visitor Centre up to \$5,000. Authority does not extend to capital purchases.
Bushfire Risk Mitigation Coordinator	Authority to issue purchase orders of an operational nature associated with daily functions of the position up to the value of \$1,000.
Senior Community Development Officer	Authority to issue purchase orders of an operational nature associated with the daily function of Community Development up to the value of \$1,000.
Asset Services Officer	Authority to issue purchase orders of an operational nature associated with the daily operations of the Works Depot to a maximum of \$1,000.
Works Depot Administration Officer	Authority to issue purchase orders of an operational nature associated with the daily operations of the Works Depot to a maximum of \$1,000.

Position	Purchase Order Authority
Executive Assistant	Authority to issue purchase orders of an operational nature associated with the daily function of the position up to the value of \$1,000.
Building Maintenance/Handyman	Authority to issue orders for the purchase of minor supplies/equipment associated with the position to a maximum of \$200.
Ranger & Ranger Support and Emergency Services Administration Officer	Authority to issue orders for the purchase of supplies/equipment associated with emergency management, ranger services up to a maximum of \$550 Authority does not extend to capital purchases.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed triennially or as required.

6. Associated Documents

Nil

7. Document Control

Division	Finance		
Policy Number	FP003		
Contact Officer	Director Corporate & Community Services		
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
Related Shire Documents	Nil		
File Number	CM.7 – Corporate Management – Policy – Policy Register – Policy Reviews		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	June 29	Date Adopted	Click or tap to enter a date.
OCM Number	OCM08/172	Previous Policy No.	3.7 / FIN011 – Purchase Orders – Authority for Issue

8. Amendments

Date	Details of Amendment	Reference	Record Number
23/09/2008	Amended to reflect current employees.	OCM08/172	
24/11/2009	Amended to reflect current employees.	OCM09/197	
17/12/2009	Amended to reflect current employees.	OCM09/215	
26/10/2010	Amended to reflect current employees.	OCM10/10/163	
23/10/2012	Amended to reflect current employees.	OCM12/10/123	
24/11/2015	Amended to reflect current employees.	OCM15/11/138	
22/12/2015	Amended to reflect current employees.	OCM15/12/164	
25/10/2016	Amended to reflect current employees.	OCM16/10/115	
26/09/2017	Amended to reflect current employees.	OCM17/09/091	
18/12/2018	Updated as part of major review.	OCM18/12/126	
17/12/2019	Updated as part of major review.	OCM19/12/163	
24/03/2020	Amended to reflect current employees.	OCM20/03/039	
27/04/2021	Amended to reflect current employees.	OCM21/04/045	
22/06/2021	Amended to reflect current employees and reformatted.	OCM21/06/071	
24/08/2021	Amended to increase Visitor Centre Manager limit.	OCM21/08/125	
22/02/2022	Amended to reflect current employees.	OCM22/02/011	
27/09/2022	Amended to: - Update Coordinator Building Maintenance's purchasing authority to include both operational and capital expenditure. - add purchasing authority to the Asset and Waste Support Officer. - reword the purchase order authority clause for the Depot Administration Officer to ensure clarity. - update position titles to reflect the current organisational corporate structure.	OCM27/09/125	
22/08/2023	Amendments to: Manager of Community & Communication's title and purchase order authority, Executive Assistant's purchase order authority and confirm current Shire of Murray Officer's responsible for Ranger Services.	OCM23/08/101	
22/10/2024	Remove Shire of Murray resource Ranger, Ranger administration and Manager Rangers positions and replace with updated Shire of Waroona equivalent positions. Update Senior Asset Services Officer title.	OCM24/10/163	
25/03/2025	Remove Manager Works & Waste Services, and Director Infrastructure & Development Services and add Director Infrastructure Services, and Director Customer & Development Services positions. Update Building Maintenance Coordinator title.	OCM25/03/034	CM.7
24/06/2025	Addition of Senior Waste & Environment Officer	OCM25/06/090	
22/07/2025	Addition of Manager Development Services Removal of Coordinator Ranger & Community Safety	OCM25/07/105	CM.7

FP003 – Purchase Orders Authority



24/02/2026	Addition of Manager Works & Waste Services Removal of Senior Waste & Environment Officer	OCM26/02/017	CM.7
28/04/2026	Addition of Bushfire Risk Mitigation Coordinator	OCM26/04/046	CM.7
26/05/2026	Addition of Project Director	OCM26/05/062	CM.7
23.06.2026	Amended to reflect employee current title positions. Remove Manager Works and Waste Services	OCM26/06/077	CM.7



COUNCIL POLICY

FP004 – Corporate Purchasing and Credit Cards



1. Intention

The intention of this policy is to:

- Provide guidance in the issue and use of corporate purchasing and credit cards in order to ensure good governance and compliance with Council's purchasing policies.
- Reduce the risk of fraud and misuse of corporate purchasing and credit cards and minimise the Shire's financial and reputational risk.
- Fulfil all statutory requirements of the *Local Government Act 1995* with respect to the use of corporate purchasing and credit cards.
- Adopt 'Best Practice' in developing a clear and comprehensive policy on the use of corporate purchasing and credit cards.

2. Scope

This policy applies to all Shire employees that are issued with and/or use a corporate purchasing and/or credit card.

3. Statement

The Shire of Waroona is committed to delivering Best Practice in the approval, issuing and use of corporate purchasing and credit cards with the principles of transparency, probity, and good governance in compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

~~It is expected that~~ The following principles, standards and behaviours must be observed by cardholders:

- ~~Full accountability by the~~ Cardholder are accountable for all purchasing decisions and ensuring the efficient, effective and proper expenditure of Shire funds while based on achieving value for money.
- All purchasing activities practices must shall be transparent, free from bias, fully documented and undertaken in accordance in compliance with relevant legislation, regulations, and requirements consistent with the Shire of Waroona's purchasing policies and the eCode of eConduct.
- All purchases using Shire of Waroona eCorporate purchasing and credit cards must should be used for Shire approved activities only.

Approval for the issue of corporate purchasing and credit cards will be determined by Council as part of this policy.

Council approves the issue of a Business Credit Card facility to the value of \$7368,000 per month for ease of online purchases, limited operational and other incidental purchases where other payment methods are not practicable. Individual cards holders are as follows;

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FP004 – Corporate Purchasing & Credit Cards



- Chief Executive Officer with a limit of \$15,000.
- Director Corporate and Community Services with a limit of \$10,000.
- Director Customer and Development Services with a limit of \$10,000.
- Executive Manager Infrastructure Services with a limit of \$10,000.
- Manager Corporate Services with a limit of \$5,000.
- Manager Community & Economic Development with a limit of \$5,000.
- Manager Recreation Services with a limit of \$5,000.
- Manager Development Services with a limit of \$5,000.
- ~~Building Maintenance Coordinator with a limit of \$5,000.~~
- Visitor Centre Manager with a limit of \$1,000.
- Executive Assistant with a limit of \$1,000.
- Bushfire Risk Mitigation Coordinator with a limit of \$1,000.

Council approves the issue of Purchasing Cards (Fuel Cards) for the purchase of fuel for volunteer bushfire emergency vehicles and equipment for bushfire activities only. Fuel cards will be issued to a custodian who will be responsible for the card's use.

The Chief Executive Officer shall determine and implement adequate systems and procedures ~~adequate~~ to ensure:

- ~~That there are~~ adequate controls in place ~~for surrounding~~ the issuing and use of corporate purchasing and credit cards.
- There are effective acquittal processes ~~practices~~ in place ~~for surrounding~~ the use of corporate purchasing and credit cards, including a clear separation of duties between the cardholder purchasing goods and services and the officer approving the ~~acquit~~ of the expenditure.
- Purchases made using ~~on~~ corporate purchasing and credit cards adhere to procurement policies.
- Purchases made using ~~on~~ corporate purchasing and credit cards are as transparent as those passed through accounts payable.
- Cardholders understand their obligations ~~of being as~~ a cardholder.
- There are strict controls ~~to limiting~~ the use of corporate purchasing and credit cards.
- There are strict internal controls to review, monitor and report on the use of corporate purchasing and credit cards.

Operational guidance is provided in through the implementation of ~~Management Practice -~~ FMP006 Corporate Purchasing & Credit Cards.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil

FP004 – Corporate Purchasing & Credit Cards



7. Document Control

Division	Finance		
Policy Number	FP004		
Contact Officer	Director Corporate & Community Services		
Related Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
Related Shire Documents	Nil		
File Number	CM.7		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	March 28	Date Adopted	
OCM Number	<<enter OCM no>>	Previous Policy No.	FIN028 – Corporate Credit Card 3.15 – Corporate Credit Card

8. Amendments

Date	Details of Amendment	Reference	Record Number
27/03/2007	Amended to reflect current employees.	OCM07/049	
25/09/2007	Amended to reflect current employees.	OCM07/160	
28/10/2014	Amended to reflect current employees.	OCM14/10/127	
25/10/2016	Amended to reflect current employees.	OCM16/10/115	
18/12/2018	Updated as part of major review.	OCM18/12/126	
17/12/2019	Updated as part of major review.	OCM19/12/163	
25/02/2020	Amended to reflect current employees.	OCM20/02/019	
23/06/2020	Amended to reflect current employees.	OCM20/06/106	
27/04/2021	Amended to reflect current employees.	OCM21/04/053	
22/06/2021	Amended to reflect current employees and reformatted.	OCM21/06/071	
14/12/2021	Amended to reflect current employees.	OCM21/12/203	
22/02/2022	Amended to reflect current employees.	OCM22/02/011	
27/09/2022	Amended to include issue of credit card for administration purposes to the Manager Works and Waste Services. Updated title changes.	OCM22/09/124	
23/07/2024	Reviewed with significant amendments and addition of up-to-date content	OCM24/07/108	

FP004 – Corporate Purchasing & Credit Cards



27/04/2024	Amended to add equipment to the approved uses of a volunteer bush fire brigade fuel card.	OCM24/08/128	
25/03/2025	Added Director Customer & Development Services, Changed Director Infrastructure & Development Services to Director Infrastructure, removed Manager Works & Waste Services.	OCM25/03/034	CM.7
22/07/2025	Minor amendments and addition of Manger Development Services and Manager Recreation Services.	OCM25/07/105	CM.7
24/02/2026	Add Manager Works and Waste Services.	OCM26/02/017	CM.7
28/04/2026	Added Bushfire Risk Mitigation Coordinator to list of individual business credit card holders.	OCM26/04/046	CM.7
23/06/2026	Update Director Infrastructure Services position title to Executive Manager Infrastructure Services. Remove Manager Works and Waste Services.	OCM26/06/077	CM.7



SHIRE OF
WAROONA
SEA TO SCARP

Register of Delegations

Council to Committees and Chief Executive
Officer

About this document

Delegations and authorisations are the means by which decision making bodies can access the power to undertake certain statutory functions.

A delegation is a conferral of the ability to exercise a power or duty to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

The Register of Delegations records the compiled delegations made by Council and the Chief Executive Officer under the authority of the *Local Government Act 1995* and other legislative instruments as specified.

This document is available in alternative formats such as large print, electronic, audio or Braille, on request.

Document Control		
Date Reviewed	Details	Author
27/11/18	Adopted by Council	Ian Curley
17/12/19	Reviewed by Council	Corporate Compliance Officer
24/11/20	Reviewed by Council	Corporate Compliance Officer
25/05/21	Amended by Council	Corporate Compliance Officer
22/06/21	Amended by Council	Corporate Compliance Officer
27/07/21	Amended by Council	Corporate Compliance Officer
24/08/21	Amended by Council	Corporate Compliance Officer
23/11/21	Reviewed by Council	Corporate Compliance Officer
22/02/22	Amended by Council	Corporate Compliance Officer
27/09/22	Amended by Council	Corporate Planning & Governance Officer
20/12/22	Amended by Council	Corporate Planning & Governance Officer
27/06/23	Amended by Council	Corporate Planning & Governance Officer
19/12/23	Amended by Council	Corporate Planning & Governance Officer
19/08/24	Amended by Council	Corporate Planning & Governance Officer
25/02/25	Amended by Council	Corporate Planning & Governance Officer
30/09/25	Amended by Council	Senior Governance Officer
28/10/25	Amended by Council	Senior Governance Officer

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Background

The *Local Government Act 1995* requires local governments to review their delegation of powers and authority to the Chief Executive Officer (CEO) at least once in every twelve months, and for the Chief Executive Officer to review their delegation of authority within the same review period.

Statutory Framework

Local Government Act 1995

Section 5.16. Delegation of some powers and duties to certain committees

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.

* *Absolute majority required.*

- (2) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* *Absolute majority required.*

- (3) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (4) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —

- (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
- (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

- (5) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

Section 5.17. Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —

- (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an absolute majority of the council; and
 - (ii) any other power or duty that is prescribed; and

- (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

Section 5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

Section 5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Section 5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

Section 5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) — conditions includes qualifications, limitations or exceptions.

Section 5.45. Other matters relevant to delegations under this Division

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
 - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) a CEO from performing any of his or her functions by acting through another person.

Section 5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Local Government (Administration) Regulations 1996

Regulation 18G. Delegations to CEOs, limits on (Act s.5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

Regulation 19. Delegates to keep certain records (Act s.5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- (a) how the person exercised the power or discharged the duty; and
- (b) when the person exercised the power or discharged the duty; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Other Legislation

- *Building Act 2011*
- *Building Regulations 2012*
- *Bush Fires Act 1954*
- *Caravan Parks & Camping Grounds Act 1995*
- *Caravan Parks & Camping Grounds Regulations 1997*
- *Cat Act 2011*
- *Cat Regulations 2012*
- *Control of Vehicle (Off-road Areas) Act 1978*
- *Control of Vehicle (Off-road Areas) Regulations 1979*
- *Criminal Procedures Act 2004*
- *Criminal Procedures Regulations 2005*
- *Dog Act 1976*
- *Food Act 2008*
- *Food Regulations 2009*
- *Health (Miscellaneous Provisions) Act 1911*
- *Liquor Control Act 1988*
- *Litter Act 1979*
- *Litter Regulations 1981*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Miscellaneous Provisions) Act 1960*

- *Local Government (Parking for People with Disabilities) Regulations 2014*
- *Planning & Development (Local Planning Schemes) Regulations 2015*
- *Road Traffic Act 1974*
- *Shire of Waroona Activities on Thoroughfares & Trading in Thoroughfares and Public Places Local Law 2001*
- *Shire of Waroona Bush Fire Brigades Local Law 2024*
- *Shire of Waroona Cat Local Law 2023*
- *Shire of Waroona Dog Local Law 2023*
- *Shire of Waroona Drakesbrook Cemetery Local Law 2021*
- *Shire of Waroona Extractive Industries Local Law 2021*
- *Shire of Waroona Fencing Local Law ~~2014~~2026*
- *Shire of Waroona Health Local Law 2021*
- *Shire of Waroona Local Government Property Local Law 2014*
- *Shire of Waroona Meeting Procedures Local Law 2020*
- *Shire of Waroona Pest Plant Local Law 2024*
- *Shire of Waroona Repeal Local Law 2014*
- *Shire of Waroona Waste Local Law 2021*
- *Strata Titles Act 1985*
- *Strata Titles General Regulations 1996*

Definitions

The *Local Government Act 1995* has not defined the term “delegation” or “delegated power”, however:

- s.5.16 refers to “...the exercise of any of its powers and duties...”
- s.5.42 refers to “...the exercise of any of its powers or the discharge of any of its duties...”

The following terms used in this document apply insofar as they are consistent with enabling legislation.

Authority means the permission or requirement for a committee or an officer to act in accordance with:

- the *Local Government Act 1995*, regulation or other legislation,
- a delegation made by Council,
- a policy made by Council, or
- a specific decision by Council.

Delegation means the authority to exercise a power, or discharge a duty, as conferred under the provisions of the relevant legislation.

Policy as the context requires, means either:

- a procedural direction to officers to implement Council’s wishes or instruction in a particular way; or
- the authority for officers to act, where that authority is not considered a delegation of a legislative or other specific power or duty.

Instruction means the requirement for a staff member to act in accordance with a direction given by the CEO, senior officer or supervisor.

Department of Local Government, Sport & Cultural Industries – Guideline No. 17

The Department of Local Government, Sport & Cultural Industries has published guidelines for the formation of delegations.

Guideline No. 17 can be found on the Department website www.dlgsc.wa.gov.au

Delegations to a Temporarily Employed or Appointed Chief Executive Officer

In accordance with Shire of Waroona policy CGP018 – Temporary Employment or Appointment of a Chief Executive Officer, an Acting CEO shall exercise the powers, including delegations, and discharge the duties of the CEO for those periods when the CEO is:

- a. on planned or unplanned leave for a period exceeding 48 hours;
- b. not within the State of Western Australia for a period of more than one week;
- c. during other absences, as determined necessary by the Chief Executive Officer;

but in any case, not for a period exceeding 6 weeks in any one occasion.

1. Delegations from Council to Committees

Nil.

2. Delegations from Council to Chief Executive Officer

2.1 Building Act 2011

An Act to provide for the following — permits for building work and demolition work; standards for the construction and demolition of buildings and incidental structures; the use and maintenance of, and requirements in relation to, existing buildings and incidental structures; work affecting land other than land on which the work is done; and related matters.

2.1.1 Uncertified Application to be Considered by Building Surveyor

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.17(1) Uncertified application to be considered by building surveyor
Function	Authority to refer to a building surveyor an uncertified application if the application complies with section 16 [s.17(1)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.2 Building Permits

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.18 Further information s.20 Grant of building permit s.22 Further grounds for not granting an application s.23 Time for deciding an application for building or demolition permit s.24 Notice of decision not to grant building or demolition permit s.27(1) & (3) Impose conditions on permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect [s.32] r.24 Extension of time during which permit has effect [s.32(3)] r.26 Approval of new responsible persons [s.35(c)]
Function	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to refuse to consider an application [s.18(2)]. 3. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 4. Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s.23(1) and (2) [s.23(4)]. 5. Record the grounds on which a decision to refuse to grant a building permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24]. 6. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 7. Authority to determine an application to extend time during which a building permit has effect [r.23 and r.24]. 8. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	CEO

Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with Regulation 5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.3 Demolition Permits

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.18 Further information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.23 Time for deciding an application for building or demolition permit s.24 Notice of decision not to grant building or demolition permit s.27(1) & (3) Impose conditions on permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect [s.32] r.24 Extension of time during which permit has effect [s.32(3)] r.26 Approval of new responsible persons [s.35(c)]
Function	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to refuse to consider an application [s.18(2)]. 3. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.21(1) & (2) and s.22]. 4. Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s.23(1) and (2) [s.23(4)]. 5. Record the grounds on which a decision to refuse to grant a demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24]. 6. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 7. Authority to determine an application to extend time during which a demolition permit has effect [r.23 and r.24]. 8. Authority to approve, or refuse to approve, an application for a new responsible person for a responsible permit [r.26].
Delegates	CEO

Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.4 Occupancy Permits or Building Approval Certificates

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.59 Time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate [s.65]
Function	1. Authority to require an applicant to provide any documentation or information required in order to determine an application and to verify the information by statutory declaration [s.55(1)]. 2. Authority to refuse to consider an application [s.55(2)]. 3. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 4. Authority to record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60]. 5. Authority to impose, add, vary or revoke conditions on an occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s.62(1) and (3)]. 6. Authority to give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s.62 (4) and (5)]. 7. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].

	8. Authority to refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40 (2)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.5 Designate Employees as Authorised Persons

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
Function	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.6 Building Orders

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.88 Finishes of walls close to boundaries s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) & (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) & (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	- Authority to make Building Orders in relation to: - building work; - demolition work; and - an existing building or incidental structure [s.110(1)]. - Authority to specify the way in which an outward facing side of a particular close wall must be finished [s.88(3)]. - Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. - Authority to revoke a building order [s.117]. - Authority to decide on whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117(2)]. - If there is non-compliance with a building order, authority to cause an authorised person to: - take any action specified in the order; or - commence or complete any work specified in the order; or - if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. - Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].

	8. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i> .
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.7 Inspection and Copies of Building Records

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.131(2) Inspection, copies of building records
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.8 Referrals and Issuing Certificates

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a Certificate of Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Waroona's District [s.145A(2)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.9 Private Pool Barrier – Alternative and Performance Solutions

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> r.51 Approvals by permit authority
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]. 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant problems of a structural nature or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]. 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.10 Smoke Alarms – Alternative Solutions

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> r.55 Terms used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.11 Appointment of Approved Officers and Authorised Officers

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> r.70 Approved officers and authorised officers
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(1) & (1A) of the <i>Building Regulations 2012</i>. <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i> 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i>. <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 <u>and</u> authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i>
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.2 Bush Fires Act 1954

An Act to make better provision for diminishing the dangers resulting from bush fires, for the prevention, control and extinguishment of bush fires, for the repeal of the Bush Fires Act 1937 and for other purposes.

2.2.1 Make Request to FES Commissioner – Control of Fire

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the Shire of Waroona that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
27/09/22	Removed Shire President from list of Delegates.	27/09/127

2.2.2 Prohibited Burning Times – Vary

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) & (8))
Express power or duty delegated	s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Shire President Chief Bush Fire Control Officer
Conditions	Decisions under s.17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) & (8).
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
27/09/2022	Removed s.48 Delegation by Local Government from Express Power to Delegate.	OCM22/09/127

2.2.3 Prohibited Burning Times – Control Activities

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Waroona or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures

	to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
	Removed s.17(7) from Express Power or Duty Delegated list.	
27/09/2022	Removed reference to Decisions made under s.17(7), from Conditions.	OCM22/09/127

2.2.4 Restricted Burning Times – Vary and Control Activities

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.18(5) & (11) Restricted burning times may be declared by FES Commissioner s.22(6) & (7) Burning on exempt land and land adjoining exempt land s.27(2) & (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) & (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]: a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].

	5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the Shire of Waroona or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.5 Control of Operations Likely to Create Bush Fire Danger

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: b. a person operating a bee smoker device during a prescribed period [r.39CA(5)]; c. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]; d. a person using explosives [r.39D(2)]; and e. a person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.6 Burning Garden Refuse / Open Air Fires

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954</i> r.27(3) Permit, issue of
Function	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]: a. authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]; and b. authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. camping or cooking [s.25(1)(a)]; and b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in

Delegates	open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)]. CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.7 Firebreaks

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.33 Local government may require occupier of land to plough or clear firebreaks
Function	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Waroona: a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]: a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.38(1), (2A), (2C), (5A), (8), (9), (10) and (13) Local government may require occupier of land to plough or clear firebreaks
Function	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and a. of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to cause a notice of an appointment made under the provisions of section 38(1) of the Act to be published in accordance with the Act [s.38(2A)]. 3. To fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush fire Control Officer within one month after the vacancy occurs [s.38(2C)]. 4. Authority to issue directions to a Bush Fire Control Officer or to an officer of a bush fire brigade registered to the local government, to burn on or at the margins of a road reserve under the care, control and management of the Shire of Waroona [s.38(5A)]. 5. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]: a. authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)]. 6. Authority to give notice of an appointment made under s.38(8) or s.38(10) to the FES Commissioner and to publish the appointments of fire weather officers made under the <i>Bush Fires Act 1954</i> in a newspaper circulating in the district [s.38(13)].

Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.9 Control and Extinguishment of Bush Fires

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.46(1A) and (1B) Bush fire control officer or forest officer may postpone lighting fire
Function	Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.10 Apply for Declaration as an Approved Area

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.52(1) Approved area may be declared
Function	Authority to apply to the Minister to have the local government district, or part of the district, declared as an approved area. [s.50(1)]. (Note - The declaration of a district, or part thereof, as an approved area, results in a reduction in insurance premium of crops within that area [s.53].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.11 Recovery of Expenses Incurred through Contraventions of the Act

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Waroona or those on behalf on the Shire of Waroona to do so [s.58].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.12 Prosecution of Offences

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government s.59(3) Delegation of prosecution of offences
Express power or duty delegated	s.59 Prosecution of offences s.59A(2) Alternative procedure - infringement notices
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against the <i>Bush Fires Act 1954</i> [s.59]. 2. Authority to serve an infringement notice for an offence against the <i>Bush Fires Act 1954</i> [s.59A(2)].
Delegates	CEO Director Customer & Development Services Director Corporate & Community Services Manager Development Services Rangers
Conditions	Prior to the persons appointed as Rangers instigating proceedings in a court of competent jurisdiction, the section Manager is to be consulted.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
	Added s.59(3) Delegation of prosecution of offences under Express power to delegate.	
	Changed Director Corporate Services to Director Corporate & Community Services.	
27/09/2022	Added Director Infrastructure & Development Services under Delegates.	OCM22/09/127
20/12/22	Added Manager Governance under Delegates	OCM22/12/191

27/08/24	Replace redundant Shire of Murray positions Manager Rangers & Emergency Services, and Manager Governance, with Coordinator Rangers and Community Safety	OCM24/08/129
25/02/25	Removed Director Infrastructure & Development Services and replaced with Director Customer & Development Services	OCM25/02/010
30/09/2025	Removed Director Customer & Development Services, Director Corporate & Community Services, Coordinator Rangers and Community Safety, and Rangers	OCM25/09/140
28/10/2025	Added Director Customer & Development Services, Director Corporate & Community Services, Manager Development Services, and Rangers as delegates	OCM25/10/173

2.3 Cat Act 2011

An Act to provide for the control and management of cats; and promote and encourage the responsible ownership of cats, and for related matters.

2.3.1 Cat Registration

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Function	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to record in the register the information prescribed in respect of each cat registered by the local government [s.12(3)]. 6. Authority to cause any error in, or omission from, the register to be corrected [s.12(4)]. 7. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Waroona's District [Regs. Sch. 3 cl.1 (4)].
Delegates	CEO
Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .

Express power to subdelegate	s.45 Delegation by CEO of local government
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Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.1 to 2.3.1.	OCM21/05/059

2.3.2 Cat Control Notices

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.26 Cat control notice may be given to cat owner
Function	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Waroona's District [s.26].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.2 to 2.3.2.	OCM21/05/059

2.3.3 Approval to Breed Cats

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.37 Approval to breed cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	CEO
Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.3 to 2.3.3.	OCM21/05/059

2.3.4 Recovery of Costs – Destruction of Cats

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.49(3) Authorised person may cause cat to be destroyed
Function	Authority to recover the amount of costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.4 to 2.3.4.	OCM21/05/059

2.3.5 Applications to Keep Additional Cats

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	<i>Cat (Uniform Local Provisions) Regulations 2013</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	1. Authority to require any document or additional information required to determine an application [r.8(3)]. 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	CEO
Conditions	Notices of decision must include advice as to Review rights in accordance with Regulation 11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.5 to 2.3.5.	OCM21/05/059

2.3.6 Reduce or Waiver Registration Fees

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	<i>Cat Regulations 2012</i> Sch.3 Fees, cl.1(4)
Function	Authority to reduce or waiver a fee payable under Schedule 3, clauses (2) or (3) in respect to any individual cat.
Delegates	CEO
Conditions	This Delegation does not provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.6 to 2.3.6.	OCM21/05/059

2.4 Dog Act 1976

An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes.

2.4.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.10A Payments to veterinary surgeons towards costs of sterilisation
Function	1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$10 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.1 to 2.4.1.	OCM21/05/059

2.4.2 Correct, Refuse or Cancel Registration

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.14(4) Register of dogs s.15(2) & (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) & (6) Refusal or cancellation of registration
Function	1. Authority to cause any error in, or omission from, the register to be corrected [s.14(4)]. 2. Authority to determine to refuse a dog registration and refund the fee, if any [s.15(2)]. 3. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: (a) the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or (b) the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or (c) the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or (d) the dog is required to be microchipped but is not microchipped; or (e) the dog is a dangerous dog [s.16(3) and s.17A(2)]. 4. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Waroona's District [s15(4A)]. 5. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. 6. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as

Delegates	though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]. CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.2 to 2.4.3.	OCM21/05/059
27/08/24	Add function under s.14(4) and renumbered from 2.4.3 to 2.4.2.	OCM24/08/129

2.4.3 Kennel Establishments

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.27 Licensing of approved kennel establishments
Function	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) & (6)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.3 to 2.4.4.	OCM21/05/059
27/08/24	Renumbered from 2.4.4 to 2.4.3.	OCM24/08/129

2.4.4 Recovery of Monies Due Under this Act

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.29(5) Power to seize dogs
Function	Authority to recover monies, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.4 to 2.4.5.	OCM21/05/059
27/08/24	Renumbered from 2.4.5 to 2.4.4.	OCM24/08/129

2.4.5 Dispose or Sell Dogs Liable to be Destroyed

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.29(11) Power to seize dogs
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. 2. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.5 to 2.4.6.	OCM21/05/059
27/08/24	Renumbered from 2.4.6 to 2.4.5.	OCM24/08/129

2.4.6 Declare Dangerous Dog

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.6 to 2.4.7.	OCM21/05/059
27/08/24	Renumbered from 2.4.7 to 2.4.6.	OCM24/08/129

2.4.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]: (a) Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.7 to 2.4.8.	OCM21/05/059
27/08/24	Renumbered from 2.4.8 to 2.4.7.	OCM24/08/129

2.4.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33H(5) Local government may revoke declaration or proposal to destroy
Function	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. A notice declaring a dog to be dangerous; or b. A notice proposing to cause a dog to be destroyed.
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.8 to 2.4.9.	OCM21/05/059
27/08/24	Renumbered from 2.4.9 to 2.4.8.	OCM24/08/129

2.4.9 Determine Recoverable Expenses for Dangerous Dog Declaration

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33M(1)(a) Local government expenses to be recoverable
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the local government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33M(1)(a)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.9 to 2.4.10.	OCM21/05/059
27/08/24	Renumbered from 2.4.10 to 2.4.9.	OCM24/08/129

2.4.10 Applications to Keep More than the Prescribed Number of Dogs

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.26 Approval to keep more than the prescribed number of dogs
Function	To consider and determine written applications seeking approval to keep more than the prescribed number of dogs, (not exceeding 6 dogs) where Council have set a limit of the number of dogs that may be kept on certain land in the district. Conditions may be applied, as necessary to any approval granted.
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
27/08/24	Renumbered from 2.4.11 to 2.4.10.	OCM24/08/129

2.5 Food Act 2008

An Act providing for the safety and suitability of food for human consumption, and for related purposes.

2.5.1 Determine Compensation

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.56(2) Compensation to be paid in certain circumstances s.70(2) & (3) Compensation
Function	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	CEO Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. 2. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500,000. Compensation requests above this value are to be reported to Council.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability.	OCM21/05/059

Amendments		
Date	Details of Amendment	Reference
	Renumbered from 2.6.1 to 2.5.1.	
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
27/08/24	Replaced Development Officer under list of delegates, with Environmental Health Officer	OCM24/08/129
25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.2 Prohibition Orders

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.2 to 2.5.2.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

Amendments		
Date	Details of Amendment	Reference
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates.	OCM22/12/191
25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.3 Food Business Registrations

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.110(1) & (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	CEO Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA; Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1; WA Priority Classification System; and Verification of Food Safety Program Guideline.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.3 to 2.5.3.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
Amendments		

Date	Details of Amendment	Reference
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates.	OCM22/12/191
25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.4 Appoint Authorised Officers and Delegated Officers

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.122(1) Appointment of authorised officers s.126(6), (7) & (13) Infringement officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(1)]. 2. Authority to appoint an Authorised Officer appointed under s.122(1) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: Appointment of Authorised Officers as Meat Inspectors; Appointment of Authorised Officers; Appointment of Authorised Officers – Designated Officers only; and Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services.	OCM21/05/059

Amendments		
Date	Details of Amendment	Reference
	Add Director Planning & Sustainability. Renumbered from 2.6.4 to 2.5.4.	
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.5 Debt Recovery and Prosecutions

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Delegates	CEO Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.5 to 2.5.5.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates	OCM22/12/191

25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.6 Abattoir Inspections and Fees

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Regulations 2009</i> r.43 Local government may require security r.45 Withdrawal of inspection services
Function	1. Authority, relevant to the payment of abattoir meat inspection fees under Regulation 41, to: (a) require a person to provide security, (b) determine the form that security is to be provided, and (c) discharge a security held by the Shire of Waroona [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.6 to 2.5.6.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.5.7 Food Business List – Public Access

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Regulations 2009</i> r.51 Enforcement agency may make list of food businesses publicly available
Function	Authority to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	CEO Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.7 to 2.5.7.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
20/12/22	Replaced Development Officer with Environmental Health Officer, under Delegates.	OCM22/12/191
25/02/25	Replaced Director Infrastructure & Development Services with Director Customer & Development Services	OCM25/02/010
30/09/25	Remove Director Customer & Development Services	OCM25/09/140

2.6 Graffiti Vandalism Act 2016

An Act to consolidate laws dealing with graffiti vandalism and to amend certain Acts as a consequence.

2.6.1 Giving Notice Requiring Obliteration of Graffiti

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.1 to 2.6.1.	OCM21/05/059

2.6.2 Notices – Deal with Objections and Give Effect to Notices

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: a. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and b. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.2 to 2.6.2.	OCM21/05/059

2.6.3 Obliterate Graffiti on Private Property

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.25(1) Local government graffiti powers on land not local government property
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	CEO
Conditions	Subject to exercising Powers of Entry.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.3 to 2.6.3.	OCM21/05/059

2.6.4 Powers of Entry

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.28 Notice of entry s.29 Entry under warrant
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.4 to 2.6.4.	OCM21/05/059

2.7 Liquor Control Act 1988

An Act to regulate the sale, supply and consumption of liquor, the use of premises on which liquor is sold, and the services and facilities provided in conjunction with or ancillary to the sale of liquor, to minimise harm or ill-health caused to people, or any group of people due to the use of liquor, to provide for orders that may prohibit persons from being employed at, or from entering, licensed premises, to repeal the Liquor Act 1970, and for related matters.

2.7.1 Enforcement of Liquor Control Act 1988 and Liquor Licensing Act 1988

Head of power	Liquor Control Act 1988
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.39 Certificate of local government as to whether premises comply with laws s.40 Certificate of planning authority as to whether use of premises complies with planning laws
Function	1. Authority to enforce all local authority responsibilities under the <i>Liquor Control Act 1988</i> and <i>Liquor Licensing Act 1988</i>. 2. To issue certificates of Local Health Authority and Local Planning Authority.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.8.1 to 2.7.1.	OCM21/05/059

2.8 Local Government Act 1995

An Act to provide for a system of local government in Western Australia, to amend the *Local Government Act 1960* and for related purposes.

2.8.1 Performing Functions Outside the District

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.20(1) Performing functions outside district
Function	Authority to determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of that function [s.3.20(1)].
Delegates	CEO
Conditions	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the function does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.1 to 2.8.1.	OCM21/05/059

2.8.2 Compensation for Damage Incurred when Performing Executive Functions

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.22(1) Compensation s.3.23 Arbitration
Function	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	CEO
Conditions	Delegation is limited to settlements which do not exceed a material value of \$500,000.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.2 to 2.8.2.	OCM21/05/059

2.8.3 Notice Requiring Certain Things to be done by Owner or Occupier of Land and Additional Powers when Notice is Given

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.25(1) Notices requiring certain things to be done by owner or occupier of land s.3.26(2) & (3) Additional powers when notices given
Function	1. Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that a. is prescribed for in Schedule 3.1, Division 1; or b. is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2 [s.3.25(1)]. 2. If the person who is given the notice fails to comply with it, authority to do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice is given [s.3.26(2)]. 3. Authority to recover the cost of anything that is done under subsection (2) as a debt due from the person who failed to comply with the notice [s.3.26(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.3 to 2.8.3	OCM21/05/059

2.8.4 Powers of Entry

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	1. Authority to exercise powers of entry or enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	CEO
Conditions	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.4 to 2.8.4.	OCM21/05/059

2.8.5 Declare Vehicle is Abandoned Vehicle Wreck

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.40A(4) Abandoned vehicle wreck may be taken
Function	Authority to declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.8.6 Confiscated or Uncollected Goods, or alternatively, referred for Council decision.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.5 to 2.8.5.	OCM21/05/059
20/12/22	Corrected delegated authority number 2.9.6 to 2.8.6, under conditions	OCM22/12/191

2.8.6 Confiscated or Uncollected Goods

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government [s.3.46]. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Regulation 30 of the <i>Local Government (Functions and General) Regulations 1996</i> , be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.6 to 2.8.6	OCM21/05/059

2.8.7 Disposal of Sick or Injured Animals

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of sick or injured animals [s.3.48].
Delegates	CEO
Conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.7 to 2.8.7.	OCM21/05/059

2.8.8 Close Thoroughfares to Vehicles

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfares for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals <i>Local Government (Functions and General) Regulations 1996</i> r.6(3) Transitional provisions about road closures
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to (a) give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and (b) consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have a significant adverse effect on users of the thoroughfare [s.3.50A]. 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or training water from a thoroughfare to private land [s.3.51]. 6. Authority to, by local public notice, order that the closure be revoked or that it be varied in such a way as to be less restrictive [r.6(3)].
Delegates	CEO
Conditions	1. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as

	soon as practicable after the thoroughfare is closed [s.3.50(8)]. 2. Maintain access to adjoining land [s.3.52(3)].
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.8 to 2.8.8.	OCM21/05/059

2.8.9 Control Reserves and Certain Unvested Facilities

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Waroona that the Shire of Waroona could do under s.5 of the <i>Parks and Reserves Act 1895</i> [s.3.54(1)].
Delegates	CEO
Conditions	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.9 to 2.8.9.	OCM21/05/059

2.8.10 Obstruction of Footpaths and Thoroughfares

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch.9.1, cl.3(1)(a) r.7A Obstruction of public thoroughfare by fallen things - Sch.9.1, cl.3(1)(b) r.7 Encroaching on public thoroughfare - Sch.9.1, cl.3(2)
Function	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local</i>

Express power to subdelegate	<i>Government (Uniform Local Provisions) Regulations 1996.</i> 2. Permission may only be granted where, the proponent has: a. where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction; b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works; c. provided evidence of sufficient Public Liability Insurance; and d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. s.5.44 CEO may delegate some powers and duties to other employees
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Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.10 to 2.8.10.	OCM21/05/059

2.8.11 Gates Across Public Thoroughfares

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.9 Permission to have gate across public thoroughfare - Sch.9.1, cl.5(1)
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Each approval provided must be recorded in the Shire of Waroona's statutory Register of Gates in accordance with Regulation 8 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.11 to 2.8.11.	OCM21/05/059

2.8.12 Public Thoroughfare – Dangerous Excavations

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions_ Regulations 1996</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare - Sch.9.1, cl.6
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where, the proponent has: a. where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works; b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works; c. provided evidence of sufficient Public Liability Insurance; and

	d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.12 to 2.8.12.	OCM21/05/059

2.8.13 Crossing – Construction, Repair and Removal

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare - Sch.9.1, cl.7.2 r.13(1) Requirement to construct or repair crossing - Sch.9.1, cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	CEO
Conditions	Actions under this Delegation must comply with procedural requirements details in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.13 to 2.8.13.	OCM21/05/059

2.8.14 Private Works on, over or under Public Places

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.17 Private works on, over or under public places - Sch.9.1, cl.8
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where, the proponent has: a. where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works; b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works; c. provided evidence of sufficient Public Liability Insurance; and d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.14 to 2.8.14.	OCM21/05/059

2.8.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.21(1) Wind erosion and sand drifts – Sch.9.1, cl.12
Function	Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.15 to 2.8.15.	OCM21/05/059

2.8.16 Expressions of Interest for Goods and Services

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	CEO
Conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.16 to 2.8.16.	OCM21/05/059

2.8.17 Tenders for Goods and Services

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the \$500,000 detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)].

	10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$500,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 12. Authority to decline any tender [F&G r.18(5)]. 13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)] 14. Authority to: a. vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. b. exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. 15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].
Delegates	CEO
Conditions	1. Sole supplier arrangements may only be approved where a record is retained that evidences: a. a detailed specification; b. the outcomes of market testing of the specification; c. the reasons why market testing has not met the requirements of the specification' and d. rationale for why the supply is unique and cannot be sourced through other suppliers. 2. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: • proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; • current supply contract expiry is imminent;

	• value of the proposed new contract has been included in the draft Annual Budget proposed for adoption. 3. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget. 4. Authority to enter into a variation [F&G r.20(1) and r.20(2)] subject to: • that the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract. 5. Compliance with Council's Purchasing and Procurement Policy and Regional Price Preference Policy.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.17 to 2.8.17	OCM21/05/059

2.8.18 Application of Regional Price Preference Policy

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Functions and General) Regulations 1996</i> r.24G Adopted regional price preference policy, effect of
Function	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.18 to 2.8.18.	OCM21/05/059

2.8.19 Disposing of Property

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.58(2) & (3) Disposing of Property
Function	- Authority to dispose of property to: - the highest bidder at public auction [s.3.58(2)(a)]; - to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]. - Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. - Authority to dispose of property under Regulation 30(3)(a) of the <i>Local Government (Functions and General) Regulations 1996</i>.
Delegates	CEO
Conditions	- Value of property that may be disposed under this Delegation shall not exceed \$500,000 including plant and assets with a depreciated value not exceeding \$500,000, in accordance with the provisions of section 5.43(d) of the <i>Local Government Act 1995</i>. - Section 3.58(4) - where the market value of the lease is less than \$15,000 per annum.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.19 to 2.8.19.	OCM21/05/059

2.8.20 Payments from the Municipal or Trust Funds

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	CEO Shire President
Conditions	Make payments for procurement provided for in Budgets approved by Council, or otherwise approved by Council resolution, and undertaken in accordance with Council's Purchasing and Procurement. Consistent with the functions of the CEO specified in section 5.41(c) and (d) of the <i>Local Government Act 1995</i> .
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.20 to 2.8.20.	OCM21/05/059

2.8.21 Defer, Grant Discounts, Waive or Write Off Debts

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the Shire of Waroona [s.6.12(1)(b)]. 2. Waive or grant concessions in relation to any amount of money [s.6.12(1)(b)]. 3. Write off any amount of money which is owed to the Shire of Waroona [s.6.12(1)(c)].
Delegates	CEO
Conditions	1. Write-off fees and charges and interest on rates up to \$1,000 [s.6.12(1)(c) & (2)]. 2. A debt may only be waived in accordance with Policy CP005 – Donations, Sponsorships and Waivers.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.21 to 2.8.21.	OCM21/05/059
27/06/2023	Condition No. 2 added to align with delegated authority under new council policy CP005 - Donations, Sponsorships and Waivers.	OCM23/06/076

2.8.22 Power to Invest and Manage Investments

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> r.19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	CEO
Conditions	1. All investment activity must comply with Regulation 19C of the <i>Local Government (Financial Management) Regulations 1996</i> and Council Policy FIN019 - Investment of Surplus Funds. 2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. 3. Procedures are to be documented. 4. Procedures are to be administratively reviewed as per Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i>.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.22 to 2.8.22.	OCM21/05/059

2.8.23 Rate Record Amendment

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.39(2)(b) Rate records
Function	Authority to determine any requirement to amend the rate record for the 5 years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.23 to 2.8.23.	OCM21/05/059

2.8.24 Agreement as to Payment of Rates and Service Charges

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [6.49].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.24 to 2.8.24.	OCM21/05/059

2.8.25 Determine Due Date for Rates or Service Charges

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.50 Rates or service charges due and payable
Function	Authority to determine the date on which rates or service charges become due and payable to the Shire of Waroona [s.6.50].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.25 to 2.8.25.	OCM21/05/059

2.8.26 Recovery of Rates or Service Charges

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.26 to 2.8.26.	OCM21/05/059

2.8.27 Recovery of Rates Debt – Require Lessee to Pay Rent

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.60 Local government may require lessee to pay rent
Function	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Waroona [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.27 to 2.8.27.	OCM21/05/059

2.8.28 Recovery of Rates Debt – Actions to Take Possession of the Land

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: a. lease the land, or b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: i. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or ii. cause the land to be transferred to the Shire of Waroona [s.6.71]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegates	CEO
Conditions	In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.28 to 2.8.28.	OCM21/05/059

2.8.29 Rate Record – Objections

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.76 Grounds of objection
Function	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.29 to 2.8.29.	OCM21/05/059

2.8.30 Phasing in of certain valuations

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Sch. 6.1 Provisions relating to the phasing in of valuations, cl. 1(1) and 2(1)
Function	1. Authority to resolve that an increase in general valuation, in relation to all land where an increased valuation to 'gross rental value' results, be phased in over a 3-year period, and effect is to be given to that resolution over that period by the local government — a. in the first year of assessment for which the new valuation would otherwise be used, applying instead as the valuation of the land for the purposes of rating, a phased in valuation (being the former valuation plus 1/3 of the difference between the former valuation and the new valuation); and b. in the second such year, applying the former valuation plus 2 /3 of that difference; and c. in the third year, applying the new valuation, but where in relation to any land that general valuation results in a new valuation which is the same as or less than the former valuation, the local government is to apply the new valuation [Sch. 6.1 cl.1(1)]. 2. Authority to resolve that, in respect of a financial year, and following a determination made by the Minister under section 6.28 to increase from valuations on unimproved value to valuations on gross rental value, the change to rating on the basis of valuations on gross rental value, is to be phased in over a 3 year period and effect is to be given to that resolution over that period by the local government — a. In the first year, rating the land on the basis of valuations on gross rental value in order to yield 1 /3 of the estimated revenue from the rate, and rating the same land on the basis of original valuations in order to yield 2 /3 of the estimated revenue from the rate; and

	b. in the second year, as above, with 2 /3 of the estimated revenue from the first-mentioned rate, and 1 /3 of the estimated revenue from the second-mentioned rate; and c. in the third year, rating the land on the first-mentioned basis in order to yield the whole of the estimated revenue from the rate [Sch. 6.1 cl.2(1)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference

2.9 Local Government (Miscellaneous Provisions) Act 1960

An Act to deal with certain matters concerning local government.

2.9.1 Appointment of Rangers, Poundkeepers and the Establishment of Public Pounds

Head of power	Local Government (Miscellaneous Provisions) Act 1960
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.449 Pounds, establishing: poundkeepers and rangers, appointing
Function	Authority to establish and maintain one or more public pounds, and appoint fit and proper persons to be keepers of those pounds and appoint a ranger or rangers.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.10.1 to 2.9.1.	OCM21/05/059

2.10 Planning & Development Act 2005

An Act to provide for a system of land use planning and development in the State and for related purposes.

2.10.1 Illegal Development

Head of power	Planning & Development Act 2005
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.214(2), (3) & (5) Illegal development, responsible authority's powers as to s.215 Illegal development, responsible authority's powers to remove etc.
Function	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority; 2. Give a written direction to the person whose duty it is to executive work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order. 3. If — a. a notice is served on a person under section 214(2), (3) or (5) and that person fails to — i. carry out the directions within the time specified in the notice; or

	ii. apply under section 255 for a review of any direction contained in the notice; or b. on an application by that person for a review of any direction contained in the notice, the direction is confirmed or varied and the owner fails to carry out the direction as confirmed or varied within the time specified by the State Administrative Tribunal in the notice given under section 255(2), the responsible authority may itself remove, pull down, take up or alter the development, restore the land as nearly as practicable to its condition immediately before the development started, or execute that work, as it directed that person. 4. Any expenses incurred by a responsible authority under section 215(1) may be recovered from the person to whom the direction was given as a debt due in a court of competent jurisdiction.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.11.1 to 2.10.1.	OCM21/05/059

2.11 Planning & Development (Local Planning Schemes) Regulations 2015

2.11.1 Planning Approvals and Associated Decisions

Head of power	Planning & Development (Local Planning Schemes) Regulations 2015
Delegator	Council
Express power to delegate	<i>Planning & Development (Local Planning Schemes) Regulations 2015</i> Sch.2 cl.82 Delegations by local government
Express power or duty delegated	Exercise of all of the local government's powers and discharge of all of the local government's duties under the Scheme other than the power of delegation
Function	Powers and duties under the Shire of Waroona Local Planning Scheme No. 7 and Regulations, including authority to determine applications for development approval, including applications for land use, home occupations, building envelope variations, the exercise of discretion under the Scheme and the Residential Design Codes, authority to amend or cancel development approval, authority to determine the period in any 12 month period which temporary uses and development do not require development approval, all decisions arising from the imposition of conditions and in relation to Local Planning Policies, Structure Plans, Activity Centre Plans; Local Development Plans and authority to enter and inspect buildings or land.
Delegates	CEO
Conditions	1. Decisions relating to Local Planning Policies, Structure Plans, Activity Centre Plans and Local Area Plans may only be determined by the Chief Executive Officer. 2. Decisions to proceed with a Local Planning Policy are to be made by the Council. 3. Decisions relating to single house development, or any development associated with a single house such as additions, alterations, patios or carports, where not otherwise exempt are to be determined by the Chief Executive Officer (CEO) or other local government officer/s authorised by the CEO. This will not apply to any heritage protected place as defined in Schedule 2. 4. Where a public objection has been received after the application has been advertised for comment the

	application may only be determined by the Chief Executive Officer. 5. Where a Councillor has requested in writing that a particular matter be referred to Council for determination then that matter is to be determined by the Council.
Express power to subdelegate	<i>Planning & Development (Local Planning Schemes) Regulations 2015</i> cl.83 Local government CEO may delegate powers

Amendments		
Date	Details of Amendment	Reference
27/08/24	Added condition No. 3 relating to decisions for single house developments.	OCM24/08/129

2.12 Public Health Act 2016

An Act to protect, promote and improve the health and wellbeing of the public of Western Australia and to reduce the incidence of preventable illness, and for related purposes.

2.12.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	<i>Health (Asbestos) Regulations 1992</i> r.15D(5) Appointment of authorised officers r.15D(7) Infringement notices
Express power or duty delegated	r.15D(5) Infringement notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of Part 2 of the <i>Criminal Procedure Act 2004</i> [r.15D(5)].
Delegates	CEO
Conditions	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D (6)].
Express power to subdelegate	Sub-delegation is not provided for in the <i>Health (Asbestos) Regulations 1992</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.12.2 to 2.12.1.	OCM21/05/059

2.12.2 Enforcement Agency Reports to the Chief Health Officer

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	s.21 Enforcement agency may delegate
Express power or duty delegated	s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Waroona [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	CEO Designated Authorised Officer – Environmental Health Officer
Conditions	Nil.
Express power to subdelegate	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

2.12.3 Designate Authorised Officers

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	s.21 Enforcement agency may delegate
Express power or duty delegated	s.24(1) & (3) Designation of authorised officers
Function	Authority to designate a person or class of persons as authorised officers for the purposes of: - The <i>Public Health Act 2016</i> or other specified Act; - Specified provisions of the <i>Public Health Act 2016</i> or other specified Act - Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. Including: - an environmental health officer or environmental health officers as a class; OR - a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR - a mixture of the two. [s.24(1) and (3)].
Delegates	CEO
Conditions	- Subject to each person so appointed being; - Appropriately qualified and experienced [s.25(1)(a)]; and - Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. - A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express power to subdelegate	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

2.12.4 Determine Compensation for Seized Items

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	s.21 Enforcement agency may delegate
Express power or duty delegated	s.264 Compensation
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

2.13 Shire of Waroona Local Laws

Local Laws made under the powers conferred by the *Local Government Act 1995* and respective Acts.

2.13.1 Application of Shire of Waroona Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001

Head of power	Shire of Waroona Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	- cl.2.1 General prohibitions - cl.2.2 Activities allowed with a permit – general - cl.2.4 Permit required - cl.2.5 Removal of redundant crossing - cl.2.11 Notice to owner or occupier - cl.2.15 Assignment of numbers - cl.2.17 Signs - cl.3.2 Advertising signs and portable direction signs - cl.3.3 Matters to be considered in determining application for permit - cl.3.4 Conditions on portable sign - c.3.5 Conditions on election sign - cl.4.6 Retailer to remove abandoned trolley - cl.5.3 Declaration of flora road - cl.5.5 Signposting of flora roads - cl.5.6 Driving only on carriageway of flora roads - cl.5.7 Designation of special environmental areas - cl.5.8 Marking of special environmental areas - cl.5.10 Relevant considerations in determining application - cl.5.15 When application for permit can be approved - cl.5.16 Prohibition on burning - cl.5.18 When application for permit cannot be approved - cl.5.20 Permit for revegetation projects - cl.6.3 Trader's permit - cl.6.5 Relevant considerations in determining application for permit - cl.6.6 Conditions of permit - cl.6.17 Matters to be considered in determining application - cl.6.18 Obligations of permit holder - cl.7.1 Application for permit - cl.7.2 Decision on application for permit - cl.7.3 Conditions which may be imposed on a permit - cl.7.4 Imposing conditions under a policy

	cl.7.5 Compliance with and variance of conditions cl.7.8 Transfer of permit cl.7.10 Cancellation of permit cl.8.1 Application of Part 9 Division 1 of Act cl.9.1 Notice to redirect or repair sprinkler cl.9.2 Hazardous plants cl.9.3 Notice to repair damage to thoroughfare cl.9.4 Notice to remove thing unlawfully placed on thoroughfare cl.10.2 Local government may undertake requirements of notice
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference

2.13.2 Application of Shire of Waroona Cat Local Law 2023

Head of power	Shire of Waroona Cat Local Law 2023
Delegator	Council
Express power to delegate	<i>Cat Act 2011</i> s.44 Delegation by local government s.45. Delegation by CEO of local government
Express power or duty delegated	cl.2.3 Direction to abate the nuisance of a cat cl.4.4 Application for permit cl.4.5 Refusal to determine application cl.4.6 Factors relevant to determination of application cl.4.7 Decision on application cl.4.8 Conditions cl.4.10 Revocation cl.5.1 Cat management facility cl.5.3 Charges and costs – imposition cl.6.2 Content of a notice Schedule 1 Additional Conditions Applicable to Particular Permits A. Permit to use premises as a cattery
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
19 Dec 23	Added following adoption of Shire of Waroona Cat Local Law 2023	OCM23/12/180

2.13.3 Application of Shire of Waroona Dog Local Law 2023

Head of power	Shire of Waroona Dog Local Law 2023
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.2.1 Fees and charges – imposition of cl.4.2 Application for licence for approved kennel establishment cl.4.3 Notice of proposed use cl.4.4 Exemption from notice requirements cl.4.5 When application can be determined cl.4.6 Determination of application cl.4.7 Where application cannot be approved cl.4.8 Conditions of approval cl.4.10 Fees cl.4.11 Form of licence cl.4.13 Variation or cancellation of licence cl.4.14 Transfer cl.4.15 Notification cl.6.5 Payment of modified penalty cl.6.7 Service
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
19/12/2023	Updated to reflect new Shire of Waroona Dog Local Law 2023	OCM23/12/180

2.13.4 Application of Shire of Waroona Drakesbrook Cemetery Local Law 2021

Head of power	Shire of Waroona Drakesbrook Cemetery Local Law 2021
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.3.1 Applications for burial cl.3.2 Application for cremation cl.3.4 Certificate of identification cl.3.5 Minimum notice required cl.4.3 Application refusal cl.5.1 Requirements for funerals and coffins cl.5.2 Funeral processions cl.5.6 Conduct of funeral by Board cl.5.9 Depositing the coffin cl.5.10 Removal of the name plate and lead strip cl.5.11 Removal of metal fittings cl.5.12 Disposal of ashes cl.5.14 Ashes held by the Board cl.7.1 Application for monumental work cl.7.5 Removal of sand, soil or loam cl.7.6 Hours of work cl.7.8 Use of wood cl.7.11 Australian war graves cl.7.13 Specification of monuments cl.7.15 Requirements of a memorial plaque cl..16 Monumental mason's licence cl.7.18 Carrying out monumental work cl.8.2 Damaging and removing objects cl.8.5 Advertising cl.8.7 Removal from the cemetery
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
Amendments	

Date	Details of Amendment	Reference
19/12/23	Renumbered from 2.13.3 to 2.13.4	OCM23/12/180

2.13.5 Application of Shire of Waroona Extractive Industries Local Law 2021

Head of power	Shire of Waroona Extractive Industries Local Law 2021
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.3.1 Determination of application cl.4.1 Transfer of licence cl.4.2 Cancellation of licence cl.4.3 Renewal of licence cl.6.3 Prohibitions cl.7.4 Works to be carried out prior to cessation of operation
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.3 to 2.13.4.	OCM21/07/093
20/12/22	Corrected clause numbers under Express power or duty delegated to align with updated Head of Power: Shire of Waroona Extractive Industries Local Law 2021. Removed Clause 22 – Stop work orders.	OCM22/12/191
19/12/23	Renumbered from 2.13.4 to 2.13.5.	OCM23/12/180

2.13.6 Application of Shire of Waroona Fencing Local Law 20~~26~~14

Head of power	Shire of Waroona Fencing Local Law 20 26 14
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.2.1 Sufficient fences cl.2.4 Depositing fencing material on public place cl.2.5 Alteration of ground levels cl.2.8 Prohibited Fencing Materials Fences across rights of way, public access ways or thoroughfares cl.2.9 General discretion of the local government cl.2.10 Pre-used fencing materials cl.2.11 Barbed wire fences and spiked or jagged materials cl.2.12 Electrified and razor wire fences cl.2.14 Tennis court fencing cl.2.15 Estate fencing cl.3.1 Application for approval cl.3.2 Decision on application for approval cl.3.4 Duration of approval cl.5.1 Notices of breach Sch.2 Residential lot Sch.3 Commercial lot Sch.3A Industrial lot Sch.4 Rural lot Sch.5 Electrified fence licence Sch.6 Razor wire fence licence
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.4 to 2.13.5.	OCM21/07/093

27/07/21	Renumbered from 2.13.4 to 2.13.5.	OCM21/07/093
<u><date></u>	<u>Amended to correct applicable express powers or duties delegated under new Fencing Local Law 2026.</u>	<u><insert ref></u>

2.13.7 Application of Shire of Waroona Health Local Law 2021

Head of power	Shire of Waroona Health Local Law 2021
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.4.9 Burning of rubbish or refuse cl.4.14 Removal of refuse and disused materials cl.4.15 Removal of unsightly overgrowth of vegetation cl.5.5 Dust management cl.5.6 Emission or reflection of light cl.5.7 Car parks cl.5.13 Bird scaring devices cl.5.19 Keeping of approved animals and provision of stables cl.6.10 Local government may execute work and recover costs cl.7.4 Authorised Officer may disinfect or disinfest the premises cl.7.5 Insanitary houses, premises and things cl.7.7 Persons in contact with an infectious disease sufferer cl.7.8 Declaration of infected house or premises cl.7.11 Local government may carry out work and recover costs cl.8.4 Certificate of Registration of Accommodation cl.8.7 Revocation of registration cl.8.21 Furnishing etc. of sleeping apartments cl.8.26 Keeper report cl.9.5 Certificate of Registration of Premises for Offensive Trade cl.10.3 Other enforcement actions
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.5 to 2.13.6.	OCM21/07/093

24/08/21	Updated to reflect new Health Local Law	OCM21/08/122
19/12/23	Renumbered from 2.13.6 to 2.13.7. Updated to remove clauses which do not include express power or duty delegated to Local Government.	OCM23/12/180

2.13.8 Application of Shire of Waroona Local Government Property Local Law 2014

Head of power	Shire of Waroona Local Government Property Local Law 2014
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.1.7 Overriding power to hire or agree cl.2.9 Outright prohibition of specific activities on any local government property cl.3.2 Application for permit cl.3.3 Decision on application for permit cl.3.4 Condition which may be imposed on a permit cl.3.5 Imposing conditions under a policy cl.3.7 Agreement for building cl.3.10 Transfer of permit cl.3.12 Cancellation of permit cl.3.13 Activities needing a permit cl.3.14 Permit required to camp outside a facility cl.4.9 Signs cl.5.1 When entry must be refused cl.6.1 No unauthorised entry to function cl.8.5 Disposal of lost property cl.8.6 Liability for damage to local government property cl.9.1 Offence to fail to comply with notice cl.9.2 Local government may undertake requirements of notice
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.6 to 2.13.7.	OCM21/07/093

19/12/2023	Renumbered from 2.13.7 to 2.13.8	OCM23/12/180
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2.13.9 Application of Pest Plant Local Law 2024

Head of power	Shire of Waroona Pest Plant Local Law 2024
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.3.1 Notice cl.3.4 Non-compliance with a notice
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference

2.13.10 Application of Bush Fire Brigades Local Law 2024

Head of power	Shire of Waroona Bush Fire Brigades Local Law 2024
Delegator	Council
Express power to delegate	<i>Bush Fires Act 1954</i> s.48 Delegation by local governments
Express power or duty delegated	First Schedule - cl.2.11 Objection Rights cl.7.6 Disagreements
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

3. History Summary

Date / Reference	Amendments
24 November 2020 OCM20/11/196	Major review – all previous delegations revoked and new delegations created.
25 May 2021 OCM21/05/059	Removed Section 2.3 Caravan Parks & Camping Grounds Act 1995 and Delegation 2.4.7 Infringement Notices – Extensions and Withdrawals.
	Amended Delegations 2.6.1 to 2.6.7, inclusive.
	Renumbered Delegations 2.4.1 to 2.13.2, inclusive.
	Added Delegations 2.12.2, 2.12.3 and 2.12.4.
22 June 2021 OCM21/06/070	Added Delegations 2.13.1 to 2.13.6, inclusive.
27 July 2021	Added Delegation 2.13.3.

Date / Reference	Amendments
OCM21/07/093	
24 August 2021 OCM21/08/122	Amended Delegation 2.13.6.
23 November 2021 OCM21/11/181	Annual statutory review – no amendments made.
14 December 2021 OCM21/12/204	Added Delegation 2.4.11.
22 February 2022 OCM22/02/012	Amended Delegations 2.5.1 to 2.5.7, inclusive.
27 September 2022 OCM22/09/127	Amended Delegations 2.2.1, 2.2.2, 2.2.3, and 2.2.12.
20 December 2022 OCM22/12/191	Amended Background and Delegations 2.2.12, 2.5.2, 2.5.3, 2.5.5, 2.5.7, 2.8.5 and 2.13.4.
27 June 2023 OCM23/07/076	Amended Delegation 2.8.21.
19 December 2023 OCM23/12/180	Amended Background and Delegations 2.13.2, 2.13.3 and 2.13.7.
27 August 2024 OCM24/08/129	Deleted delegation 2.4.2, Amended Background, delegation 2.2.12, 2.4.3, 2.5.1, 2.11.1, and added delegations 2.8.30, 2.13.9 and 2.13.10.
30 September 2025 OCM25/09/140	Amended delegations 2.2.12, 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5, 2.5.6 and 2.5.7.
28 October 2025 OCM25/10/173	Amended delegation 2.2.12.
<date> <insert ref>	Amended to correct applicable express powers or duties delegated under new Fencing Local Law 2026.



2025-2029 Corporate Business Plan - Annual Summary Report

JUL 2025 to JUN 2026

Our Community

To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.

Objective 1.1 Create a connected, safe and cohesive community with a strong sense of community pride

Strategy 1.1.1 Develop an identity for the Shire and the communities it comprises

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.1.1.1 Implement the Community Development Strategy 2025-2028 through community development annual action plans.	Trick Cole	Community Development	Actions identified in the 2025/26 Community Development Action Plan have been progressed, with relevant items completed during the financial year. Officers are currently developing the 2026/27 Community Development Action Plan, which will continue to guide the delivery of priority projects, programs and initiatives aligned with the broader objectives of the Community Development Strategy.
1.1.1.2 Undertake a signage audit and seek funding for signage upgrades and new installs.	Rhys Bloxsidge, Kirsty Ferraro, Ashleigh Nuttall	Development Services	A signage audit was completed in May 2026 to review existing signage across the Shire and identify opportunities for upgrades, replacements and new installations. Following the audit, officers have commenced development of a signage style guide to support a more consistent and coordinated approach to signage design, placement and presentation. Findings from the signage audits are currently being finalised and expected to be presented to Council in the near future. This will help guide future signage improvements and support opportunities to seek funding for priority upgrades and new signage installations.
1.1.1.3 Undertake a review of town entrances to develop improved and localised character and entrance statements	Rhys Bloxsidge, Kirsty Ferraro	Development Services	Preliminary work has commenced on the review of town entrances, with basic concept designs developed in-house for consideration. These designs provide an initial basis for exploring opportunities to improve localised character and strengthen entrance statements across the Shire. Further progression of this action will occur following completion of the signage style guide, ensuring future entrance statement improvements are consistent with the broader signage framework and contribute to a coordinated visual identity across the district.

Strategy 1.1.2 Pursue a social environment that is accessible and inclusive for all ages and abilities

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.1.2.1 Advocate for and support initiatives that are accessible and inclusive for all community members.	Trick Cole, Ash Nuttall	Community Development	Officers continue to advocate for and support initiatives that improve accessibility and inclusion for all community members where opportunities arise. While limited direct requests for support have been received during the reporting period, the Shire remains committed to promoting inclusive community participation and supporting initiatives that reduce barriers to involvement. Officers also continue to maintain contact with relevant agencies and service providers to share information, promote available supports and connect community members with appropriate services as opportunities or needs are identified.

Appendix 11.3.5

Strategy 1.1.2 Pursue a social environment that is accessible and inclusive for all ages and abilities

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.1.2.2 Consider the needs of people of all abilities and backgrounds in the planning and implementation of Community Development initiatives.	Trick Cole, Ash Nuttall	Community Development	The needs of people of all abilities and backgrounds are considered as part of the planning and delivery of Community Development initiatives. This includes considering accessibility, inclusion, affordability and participation barriers when developing programs, events, grants and community engagement activities.
1.1.2.3 Review, implement and report on the Disability Access Inclusion Plan	Kate Pisconeri	Corporate Services	The Shire has continued to implement and monitor the actions identified within the Disability Access and Inclusion Plan (DAIP) throughout the year. Quarterly progress reporting has been undertaken by responsible officers to monitor implementation, identify emerging opportunities and ensure actions remain on track. The annual DAIP Progress Report was completed and submitted to the Department of Communities by the required due date, with key achievements also reported through the Shire's Annual Report and Corporate Business Plan Annual Summary. Implementation of outstanding actions will continue as part of the Shire's ongoing commitment to improving accessibility and inclusion across its facilities, services, programs and communications

Strategy 1.1.3 Grow and develop an age friendly community

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.1.3.1 Support and facilitate targeted initiatives in response to the needs and aspirations of older people	Trick Cole, Ash Nuttall	Community Development	Officers continue to support and facilitate initiatives that respond to the needs and aspirations of older people where opportunities arise. This includes maintaining relationships with key stakeholders, service providers and community groups operating in the seniors space to remain informed of emerging needs, feedback and potential partnership opportunities. While initiatives may vary depending on community demand and available opportunities, the Shire remains committed to supporting positive ageing, social connection and participation for older residents through relevant Community Development programs, partnerships and information sharing.

Strategy 1.1.4 Become a youth engaged and supportive community

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.1.4.1 Support and facilitate targeted initiatives in response to the needs and aspirations of young people	Trick Cole, Ash Nuttall	Community Development	Officers continue to support and facilitate initiatives that respond to the needs and aspirations of young people across the Shire. Activities delivered during the reporting period included youth-focused programming for WA Youth Week in April, as well as skate workshops held in January to provide positive, active and engaging opportunities for local young people. These initiatives support youth participation, social connection and skill development, while also providing opportunities for officers to engage with young people and better understand their interests, needs and aspirations.

Strategy 1.1.5 Develop and facilitate events of a local and regional scale

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.1.5.1 Support or facilitate events in response to the needs and aspirations of the local community	Trick Cole, Ash Nuttall	Community Development	The Shire delivered a range of community events including Waroona Troutfest, Youth Week WA activities, ANZAC Day commemorations and a community movie night in partnership with the Preston Beach Progress Association. Support was also provided to NAIDOC Week activities. With funding from ALCOA, a Drive-In Movie Night was delivered in January 2026; however, the event was cancelled partway through due to extreme winds. Funding has been secured to deliver one drive-in event annually over the next two years.

<i>Strategy 1.1.6 Ensure the safety of our community</i>			
Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.1.6.1 Deliver a range of activities that improve the safety of the community as outlined in the Community Development Strategy	Trick Cole, Ash Nuttall	Community Development	Community safety initiatives continue through online awareness campaigns and promotion of community safety initiatives. Officers maintain regular liaison with local police to identify emerging safety concerns and coordinate targeted communication campaigns where required.
<i>Strategy 1.1.6 Ensure the safety of our community</i>			
Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.1.6.2 Develop, implement and maintain bush fire risk management planning	Rhys Bloxsidge	Safety & Emergency Services	A new Bushfire Risk Management Plan was endorsed by the Office of Bushfire Risk Management in June 2026.
1.1.6.3 Review Local Emergency Management Arrangements	Rhys Bloxsidge	Safety & Emergency Services	Local Emergency Management Arrangements were endorsed in 2025.
Objective 1.2 Maximise and connect our natural assets to the community			
<i>Strategy 1.2.1 Connect natural assets and waterways, parks and reserves to the community</i>			
Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.2.1.1 Develop and implement a Public Open Space Strategy	Rikki Pulfer	Infrastructure Services	Officers have commenced drafting the plan.
<i>Strategy 1.2.2 Upgrade the amenity of the Drakesbrook Weir</i>			
Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.2.2.1 Prepare a Business Plan for the implementation of the Drakesbrook Weir Masterplan	Mark Goodlet	Office of the CEO	Opportunities to secure grant funding for the implementation of the Drakesbrook Weir Masterplan continue to be explored, supported by dedicated project management resources to progress funding applications and project planning. While this work is underway, delivery of the broader Masterplan has continued, with Stage One of the Town to Weir Trail now nearing completion. Remaining works are limited to line marking and final cosmetic finishes, representing a significant milestone in improving connectivity and recreational opportunities between the town centre and the Drakesbrook Weir.
1.2.2.3 Progressively implement the Drakesbrook Weir Management Plan	Rikki Pulfer	Infrastructure Services	Infrastructure Services have been working on improving the level of service to the Weir however issues with watering system has put a hold on improvements. Budget allocation included in 26/27 for repairs to watering system and currently working with Steven on the new master plan.
Objective 1.3 A planning framework that is visionary, supports community connectivity and enables participation that ensures			
<i>Strategy 1.3.1 Ensure our Town Planning Scheme and Local Planning Strategy facilitates quality and diverse planning outcomes</i>			
Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.3.1.1 Prepare a new Local Planning Strategy	Kirsty Ferraro, Rhys Bloxsidge	Development Services	Progress has been made this quarter following a meeting with the Department of Planning, Lands and Heritage (DPLH) to discuss the revised draft Local Planning Strategy. DPLH provided positive feedback on the revised Strategy and discussions focused on the proposed Planning Areas requiring further consideration. Council's consultant is now working through the matters raised with DPLH and will undertake further discussions with Shire officers to refine the Strategy before progressing to the next stage of the review process.

<i>Strategy 1.3.1 Ensure our Town Planning Scheme and Local Planning Strategy facilitates quality and diverse planning outcomes</i>			
Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.3.1.2 Prepare a new Town Planning Scheme	Kirsty Ferraro, Rhys Bloxsidge	Development Services	Work on the new Local Planning Scheme continues in conjunction with the Local Planning Strategy review, as both projects form part of the same strategic planning process. Following recent discussions with the Department of Planning, Lands and Heritage (DPLH) regarding the revised draft Local Planning Strategy, further consideration is being given to the proposed Planning Areas that will inform the preparation of the new Local Planning Scheme. Council's consultant will continue working with Shire officers and DPLH to progress both documents in a coordinated manner.
Objective 1.4 Encourage an active and healthy community with an improved quality of life			
<i>Strategy 1.4.1 Promote a mentally and physically healthy lifestyle</i>			
Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.4.1.1 Develop and implement a Recreation Centre Activation Strategy outlining plans for attraction and increased usage of the Waroona Recreation & Aquatic Centre	Daniel Cools	Recreation Services	A range of programs and activities continue to be delivered to encourage community participation and increase usage of the Waroona Recreation & Aquatic Centre. Quarter 4 activities included group fitness classes, swimming lessons, junior and senior basketball, gymnastics, karate, badminton, pickleball and family events such as roller discos and arts and craft play sessions. Holiday activity consisted of Mini Golf. These initiatives support the ongoing activation of the facility and engagement across diverse community groups.
<i>Strategy 1.4.2 Support local community, sporting and recreational groups and initiatives</i>			
Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.4.2.1 Develop and implement a Waroona Club Development Program that supports sport and recreation clubs to be sustainable	Daniel Cools, Ash Nuttall	Recreation Services	Recreation Advisory Meetings still planned quarterly Club Projects include - Development of Cricket Ablutions and Changerooms - Development of New Football Club Changerooms - Development of an automatic irrigation system at the Golf Club - Development of a potential clubhouse and playing facility on the main oval for the Croquet Club
<i>Strategy 1.4.2 Support local community, sporting and recreational groups and initiatives</i>			
Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.4.2.2 Implement an annual Micro Grants program to support new community led initiatives	Trick Cole, Ash Nuttall	Community Development	The Micro Grants Program continues to see high interest from community groups with funding provided to numerous community groups and supporting a range of community projects. These projects include the Preston Beach Spring Fete and the Waroona Lions Club Christmas Gala.
1.4.2.3 Develop a Waroona Sport and Recreation Precinct Masterplan	Kirsty Ferraro, Daniel Cools, Mark Goodlet	Office of the CEO	Significant progress has been made on the development of the Waroona Sport and Recreation Precinct Master Plan throughout the year. Following Council's endorsement of the preferred location for a new recreation precinct in the northern area of Waroona, the draft Master Plan has been refined using previous investigations, technical assessments and background analysis. A final draft has been prepared and circulated to Councillors for review, with consideration by Council planned to seek endorsement for broader community and stakeholder consultation. The Master Plan will provide a strategic framework to guide the future planning, development and investment in sport and recreation infrastructure across the Shire.

Strategy 1.4.3 Actively take opportunities to enhance public health

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.4.3.1 Implement priority actions from the Public Health Plan	Aishling Kelly, Kirsty Ferraro	Environmental Health Services	Implementation of the Public Health Plan is continuing, with priority actions being progressed as opportunities arise and in line with available resources and budget allocations. As the Plan is intended to be delivered over a number of years, actions are being incorporated into day-to-day operations, projects and initiatives where appropriate.
1.4.3.2 Develop a Library Activation Strategy that provides library programs to reduce social isolation and promote life-long learning	Kirsty Ferraro	Library Services	Community feedback gathered through the Library survey is currently being collated and analysed to inform the development of the Library Activation Strategy. The Strategy will continue to be developed to ensure alignment with broader community wellbeing and engagement objectives. Drafting of the strategy will commence as resourcing allows, with the survey findings providing the foundation for future priorities and actions.

Strategy 1.4.4 Foster and value our volunteers

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.4.4.1 Recognise volunteer contributions through awards and functions	Trick Cole, Ash Nuttall	Community Development	The Shire successfully hosted International Volunteer Day Breakfasts in Preston Beach and Waroona in December 2026 as well as the Emergency Services Dinner in May 2026. Planning for the 2027 recognition events has commenced.

Strategy 1.4.5 Support and enhance health services in Waroona

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.4.5.1 Support the community to lead healthy and fulfilling lives through activities outlined in the Community Development Strategy	Trick Cole, Ash Nuttall	Community Development	Development of a Community Services Directory is progressing, aimed at improving awareness and access to local health and support services. Officers are working closely with the Waroona Community Resource Centre and other stakeholders to produce both online and printed versions. Ongoing promotion of national initiatives and the Shire's partnership with Act Belong Commit continues through social media and other communication channels.

Objective 1.5 Value, protect and celebrate our rich history and culture**Strategy 1.5.1 Pursue actions to preserve areas and materials of historical significance**

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.5.1.1 Support the Waroona Historical Society and maintain the museum facility	Ashleigh Nuttall, Rikki Pulfer	Infrastructure Services	Ongoing maintenance work on the building undertaken.

Strategy 1.5.2 Foster arts and culture throughout the Shire

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.5.2.1 Support and facilitate initiatives that showcase the Shire's cultural diversity, heritage, and public art.	Trick Cole, Ash Nuttall	Community Development	The Shire of Waroona delivered a successful art exhibition as part of the 2026 Australia Day event. Numerous local artists were showcased in their work.

Strategy 1.5.3 Support, embrace and celebrate our local Aboriginal community

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
1.5.3.1 Support and facilitate targeted initiatives in response to the needs and aspirations of the Aboriginal and Torres Strait Islander community	Trick Cole, Ashleigh Nuttall	Community Development	Progress continues on the development of a dedicated Aboriginal Engagement Framework, which will form part of a broader Community Engagement document. Local stakeholders have been consulted during its development. Officers are currently awaiting final feedback from with key stakeholders to review and refine the document before it is presented to Council.

Our Economy

To create a diverse economy base that supports opportunity, education and employment.

Objective 2.1 Develop an economy that is focused on growth, knowledge and innovation, and infrastructure, and protects

Strategy 2.1.1 Maximise the inherent economic opportunities in the Murray Waroona functional economic region

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
2.1.1.1 Regularly meet with and present to state and federal members and government agencies to encourage economic development opportunities and government departments to the Shire	Mark Goodlet	Office of the CEO	The CEO continues to regularly meet with various state and federal members, government agencies and other organisations such as Alcoa, Frontier Energy, Tokyo Gas etc.

Strategy 2.1.2 Enhance the agriculture industry in Waroona as a dominant economic sector

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
2.1.2.1 Prepare and promote business cases for key industries to attract private investment	Mark Goodlet	Office of the CEO	Attracting private investment continues to be a priority across the organisation. The Shire is actively promoting investment opportunities through ongoing engagement with industry stakeholders, government agencies and prospective investors, while ensuring a coordinated organisational approach to facilitating development opportunities. The Planning and Community Development teams are working collaboratively to provide a concierge-style service for investment enquiries, ensuring proposals are managed proactively, coordinated across relevant business units and progressed as efficiently as possible to support economic growth and investment confidence in the Shire.

Strategy 2.1.2 Enhance the agriculture industry in Waroona as a dominant economic sector

2.1.2.2 Support the development of permanent accommodation for seasonal agricultural workers	Mark Goodlet	Office of the CEO	While no specific Shire-led projects have been progressed this quarter, other strategic priorities have taken precedence. The Shire remains supportive of opportunities to facilitate permanent accommodation for seasonal agricultural workers and will investigate suitable options should opportunities arise. In addition, the Shire continues to work collaboratively with private businesses exploring accommodation proposals by providing advice and support through the planning and development process where appropriate.
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Objective 2.2 Develop a locally supported, resilient stable and innovative business community that embraces creativity,

Strategy 2.2.1 Support local businesses, Waroona Business Support Group and initiatives

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
2.2.1.1 Collaborate with the Waroona Business Support Group and Peel Chamber of Commerce and Industry to develop initiatives	Mark Goodlet	Office of the CEO	The Shire continues to collaborate with local and regional business networks to support economic development and strengthen the local business community. The Community Development and Economic Development teams have been facilitating and attending initiatives that build business capability, including the Tourism Council Western Australia "Effective Marketing for Tourism Businesses" workshop to support local tourism operators. Planning is also underway for a Waroona Business Sundowner in September 2026, providing an opportunity for local businesses to network, share ideas and strengthen relationships with the Shire and other key stakeholders.

Strategy 2.2.1 Support local businesses, Waroona Business Support Group and initiatives

2.2.1.2 Maintain status as a small business friendly local government	Mark Goodlet	Office of the CEO	The Shire continues to maintain its commitment to being a small business friendly local government by actively participating in initiatives that support business growth and strengthen relationships with the sector. During the quarter, the Shire participated in the Small Business Commissioner's Local Government Symposium, which focused on preparing for anticipated growth in the beverage industry and the opportunities and challenges this presents for local governments. Participation in forums such as these supports continuous improvement in the Shire's approach to working with and supporting local businesses and investment opportunities.
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Objective 2.3 Create a vibrant, inviting and thriving town centre and maximise Waroona's natural assets, culture and heritage

Strategy 2.3.1 Encourage community and business initiatives to refresh the appearance of the town centre

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
2.3.1.1 Progressively implement the Waroona Revitalisation Strategy and Masterplan	Mark Goodlet	Office of the CEO	The funding application for the Waroona Town Centre Revitalisation Strategy was unsuccessful. The Shire is now exploring alternative funding opportunities and developing a revised funding strategy to support implementation of the Revitalisation Strategy and Masterplan. While external funding remains a key component of delivery, the Shire will continue to identify opportunities to progressively implement priority actions as funding and resources become available.

Strategy 2.3.1 Encourage community and business initiatives to refresh the appearance of the town centre

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
2.3.1.3 Prepare Streetscape Improvement Plans for South Western Highway within Waroona Town Centre	Mark Goodlet, Kirsty Ferraro	Office of the CEO	The funding application for the Waroona Town Centre Revitalisation Strategy was unsuccessful. As the preparation of the Streetscape Improvement Plans for South Western Highway forms part of the broader town centre revitalisation program, this project will remain on hold while a revised funding strategy for the Revitalisation Strategy is developed. Preparation of the Streetscape Improvement Plans will recommence once a suitable funding pathway has been identified and the broader revitalisation project can progress.

Strategy 2.3.2 Develop key sectors of the tourism economy where Waroona has a competitive advantage

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
2.3.2.1 Support the development of a Preston Beach caravan park	Mark Goodlet, Kirsty Ferraro	Office of the CEO	The draft Preston Beach Management Plan was presented to and endorsed by Council at the March 2026 Ordinary Council Meeting for the purpose of public consultation. Community consultation has since been completed, and it is anticipated that the final Plan will be presented to Council for adoption at the July 2026 Ordinary Council Meeting. In preparation for progressing the Plan's actions, the Shire has commenced preliminary investigations into reserve leasing requirements to support future investigations into the feasibility and delivery of a Preston Beach caravan park following adoption of the Management Plan.

Strategy 2.3.2 Develop key sectors of the tourism economy where Waroona has a competitive advantage

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
2.3.2.2 Develop and implement a Destination Management Action Plan to support the Desitanation Management Strategy	Ash Nuttall, Mark Goodlet	Community Development	Implementation of the Destination Management Action Plan has continued throughout the year, with officers progressing priority actions identified in the adopted Strategy. Key achievements include the development of a draft Tourism Statement of Commitment, progression of the Tourism Signage Strategy, receipt of the draft signage audit and ongoing engagement with tourism stakeholders through community workshops. A desktop review of the Action Plan has also been undertaken to assess progress, confirm alignment with the Destination Management Strategy and identify priority actions requiring consideration through the 2026/27 budget process. This review will assist in ensuring the Action Plan remains relevant, achievable and responsive to the Shire's tourism objectives.

Strategy 2.3.3 Develop new trails and enhance and promote existing trails

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
2.3.3.1 Develop and implement Shire of Waroona Trails Plan	Mark Goodlet, Merrin Kirk	Office of the CEO	Implementation of the Shire of Waroona Trails Plan continues to progress. Stage One of the Town to Weir Trail is now nearing completion, with only line marking and final cosmetic works remaining before the trail is fully operational. The Shire also continues to investigate opportunities to expand its recreational trail network, including the potential development of recreational off-road motorcycle trails. These initiatives support improved recreation, tourism and connectivity outcomes across the Shire and will continue to be progressed as opportunities and funding become available.

Our Environment

To continually care for, protect and enhance our environment for the generations to come.

Objective 3.1 Protect and enhance our existing natural assets, waterways, bushland and biodiversity

Strategy 3.1.1 Collaborate with local environmental community organisations and volunteers

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
3.1.1.1 Support initiatives and activities implemented by Peel Harvey Catchment Council, Peel Biosecurity Group and other relevant organisations	Rikki Pulfer, Kirsty Ferraro	Environmental Services	The Shire continues to support initiatives and activities delivered by the Peel Harvey Catchment Council, Peel Biosecurity Group and other relevant organisations through annual budget allocations and collaborative partnerships. In addition, the Shire has supported these organisations through the establishment of a co-located Environmental Centre within the former Department of Agriculture building, with relocation commencing on 1 July 2026. This initiative strengthens collaboration between environmental organisations, supports more efficient service delivery and reinforces the Shire's commitment to regional environmental management and biosecurity outcomes.

Strategy 3.1.1 Collaborate with local environmental community organisations and volunteers

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
3.1.1.2 Actively participate in the Peron Naturaliste Partnership and associated activities	Kirsty Ferraro	Environmental Services	The Shire continues to actively participate in the Peron Naturaliste Partnership and associated initiatives to support regional collaboration in coastal and environmental management. Current activities include working with the Partnership on beach use and condition data collection to improve the evidence base for coastal management decisions. The Shire is also meeting with the City of Mandurah to explore opportunities for collaborative approaches to beach management, strengthening regional partnerships and the coordinated management of shared coastal issues.
3.1.1.3 Support not-for-profit organisations to implement regular litter clean ups	Trick Cole	Community Development	Officers continue to work with local community groups and not-for-profit organisations to promote and support litter clean-up activities across the Shire, including participation in Clean Up Australia Day. This includes sharing relevant information, encouraging local groups to register activities, and identifying opportunities for community-led clean-ups in public spaces, reserves and other high-use areas. The Shire will continue to encourage ongoing community involvement in litter reduction initiatives and support groups where possible to help build local ownership and pride in the presentation of the district.
Strategy 3.1.1 Collaborate with local environmental community organisations and volunteers			
3.1.1.4 Provide ongoing support to Waroona Landcare	Ashleigh Nuttall	Corporate Services	The Shire continued to provide ongoing support to Waroona Landcare throughout the year through its auspicing agreement with the Harvey River Restoration Taskforce. This support included the provision of human resources, governance and operational assistance to facilitate the delivery of environmental projects, grant-funded initiatives and community engagement activities. The partnership continues to strengthen environmental stewardship and support the sustainable management of the Shire's natural environment.
Strategy 3.1.1 Collaborate with local environmental community organisations and volunteers			
3.1.1.5 Contribute toward the refurbishment of the Department of Agriculture building	Kirsty Ferraro, Mark Goodlet	Building Services	Refurbishment works to the former Department of Agriculture building have now been completed, providing a fit-for-purpose Environmental Centre to support regional environmental organisations. Co-location of partner organisations commenced on 1 July 2026, creating a collaborative hub that will strengthen partnerships, improve resource sharing and enhance the delivery of environmental and biosecurity initiatives across the region.
3.1.1.6 Support local Environmental groups through centralisation of services at the Environment Centre	Ashleigh Nuttall, Kirsty Ferraro, Mark Goodlet	Corporate Services	The Environmental Centre became operational on 1 July 2026, with the co-location of local environmental organisations commencing from this date. The Centre provides a shared base for environmental groups, strengthening collaboration, improving access to shared resources and supporting the coordinated delivery of environmental and biosecurity initiatives across the region. In addition to environmental organisations, the Waroona Aboriginal and Torres Strait Islander Corporation (WAATSIC) has also established a presence within the building, creating opportunities for greater collaboration and engagement on environmental, cultural and community initiatives.

Strategy 3.1.2 Develop future plans and strategies to protect and enhance Preston Beach and Yalgorup National Park

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
3.1.2.1 Support the Preston Beach Volunteer Rangers	Kirsty Ferraro, Rhys Bloxsidge	Safety & Emergency Services	The Shire continues to support the Preston Beach Volunteer Rangers, whose ongoing contribution plays an important role in coastal management, visitor education and environmental stewardship. The draft Preston Beach Management Plan includes a range of initiatives aimed at supporting the long-term sustainability of the Volunteer Rangers program, recognising its significant value to the Preston Beach community and its contribution to the effective management of the coastal environment.
3.1.2.2 Implement priority actions from the Preston Beach Foreshore Management Plan	Kirsty Ferraro	Planning Services	The draft Preston Beach Management Plan was presented to and endorsed by Council at the March 2026 Ordinary Council Meeting for the purpose of public consultation. Community consultation has since been completed, and feedback has been considered in the preparation of the final Plan. It is anticipated that the Plan will be presented to Council for adoption at the July 2026 Ordinary Council Meeting. Once adopted, implementation of the Plan's priority actions will commence in a staged manner, balancing tourism opportunities with the protection and sustainable management of Preston Beach's natural environment.

Strategy 3.1.3 Advocate for and action protection of the Environment

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
3.1.3.1 Advocate for Shire's Mining Statement	Mark Goodlet	Office of the CEO	Advocacy for the Shire's Mining Statement has continued during the reporting period. The matter has been presented to the Peel Alliance to raise regional awareness and support for the Shire's position. A joint meeting has subsequently been scheduled between the Shires of Waroona and Murray and the Department of Energy and Economic Diversification to discuss the operation of the current mining framework, identify opportunities for improvement and ensure local government interests and community outcomes are appropriately considered in future discussions.

Strategy 3.1.3 Advocate for and action protection of the Environment

3.1.3.2 Develop an Environmental Strategy	Kirsty Ferraro	Development Services	No change in status this quarter. The development of an Environmental Strategy remains identified as a future strategic initiative and will be progressed in line with corporate priorities, available resourcing and budget allocations. The timing and scope of the project will be further considered through future strategic planning and Council direction.
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Objective 3.2 Proactively manage resources and practice sustainability through responsible management of water, energy, fire**Strategy 3.2.1 Secure water resources to ensure water sustainability for agricultural, economic and recreational needs**

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
3.2.1.1 Advocate for Shire's water initiatives	Mark Goodlet	Office of the CEO	The Shire continues to actively advocate for initiatives that support long-term water security and sustainability across the district. The Chief Executive Officer is working collaboratively with Harvey Water and a range of regional stakeholders to progress discussions on water management, infrastructure and future opportunities that will strengthen the Shire's resilience, support agricultural productivity and facilitate sustainable economic growth.

Strategy 3.2.2 Secure energy resources to ensure energy sustainability for community needs

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
3.2.2.1 Progressively install solar panels on all applicable Council buildings	Rikki Pulfer, Kelly Nottle	Building Services	Ongoing review of energy use of the Shire facilities. No amendments currently undertaken. Matter ongoing.

Strategy 3.2.3 Responsibly manage Council and community water and energy use

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
3.2.3.1 Monitor water and energy use for Shire Facilities	Rikki Pulfer, Kelly Nottle	Development Services	Ongoing monitoring being undertaken.

Strategy 3.2.4 Improve waste management practices through diversion, reuse and recycling

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
3.2.4.1 Implement and manage the actions outlined in the endorsed Waste Plan 2020-2030	Rikki Pulfer	Infrastructure Services	Ongoing monitoring being undertaken. Waste improvements within the budget for endorsement.

Our Built Assets

To build and effectively manage our assets to continually improve our standard of living.

Objective 4.1 Public spaces and infrastructure that are accessible and appropriate for our community, and meet the purpose and needs**Strategy 4.1.1 Plan community facilities for current and future generations**

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
4.1.1.1 Develop and implement the concept and design plans for the Waroona Community Precinct Phase 2 - Big Shed	Mark Goodlet	Office of the CEO	Development of the concept and design plans for the Waroona Community Precinct Phase 2 (Big Shed) is nearing completion. The majority of the project work has now been finalised, with only a small number of minor matters remaining to be completed. These final activities are being aligned with end-of-financial-year procurement processes to ensure an efficient transition into the next stage of the project.

Strategy 4.1.1 Plan community facilities for current and future generations

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
4.1.1.2 Develop and implement the concept and design plans for the Waroona Community Precinct Phase 3 - Irrigation House building	Mark Goodlet	Office of the CEO	The concept and design plans for the Waroona Community Precinct Phase 3 – Irrigation House building have been completed. The Shire is now actively exploring grant funding and other funding opportunities to support delivery of the project. Progression to construction will be subject to securing an appropriate funding source and future budget considerations.
4.1.1.3 Revisit the Drakesbrook Cemetery Masterplan.	Rikki Pulfer	Infrastructure Services	Minor improvements undertaken and funding requested as part of the 26/27 budget.

Objective 4.2 Manage assets in a consistent and sustainable manner**Strategy 4.2.1 Plan and effect appropriate maintenance, renewal, replacement and disposal of assets**

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
4.2.1.1 Renew and upgrade footpaths	Rikki Pulfer	Infrastructure Services	Renewals and upgrades completed: McDowell Street, Shannon Ave, Recreation Road.
4.2.1.2 Implement the actions outlined in the Lake Clifton Master Plan	Mark Goodlet, Ash Nuttall	Office of the CEO	Implementation of priority actions within the Lake Clifton Master Plan continues to progress. A tender has been released for the design and construction of the next stage of works, with responses currently being assessed. Due to the complexity of the project scope and the need to ensure the proposed works can be delivered within the available budget, the tender evaluation and any subsequent award will occur following further assessment. The project scope will be confirmed once cost certainty has been established to ensure the highest priority works can be delivered within the available funding.

<i>Strategy 4.2.1 Plan and effect appropriate maintenance, renewal, replacement and disposal of assets</i>			
4.2.1.3 Develop a long term and funded building renewal program	Rikki Pulfer, Kelly Nottle	Asset Management Services	5 year forward works plan developed with inclusion of Regional Road Group, RTR and Blackspot funding projects highlighted.
4.2.1.4 Sewer Infill for Waroona Town	Mark Goodlet	Office of the CEO	The Shire continues to actively advocate for the delivery of sewer infill within the Waroona townsite, recognising the significant benefits it would provide for housing, economic development, environmental outcomes and future growth. Advocacy with the State Government remains ongoing and is pursued at every available opportunity through meetings, strategic discussions and funding conversations to reinforce the importance of this project as a key enabling infrastructure priority for the Shire.

Objective 4.3 Suitable housing and transport infrastructure to meet the needs of our diverse community

Strategy 4.3.1 Develop and promote diverse and affordable housing and accommodation

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
4.3.1.1 Prepare a Land Rationalisation Strategy for Council reserves, owned land and property	Mark Goodlet	Office of the CEO	No specific actions have been undertaken during this reporting period. The preparation of a Land Rationalisation Strategy remains a future strategic initiative, with opportunities to progress the project continuing to be explored as they arise. Any future work will be prioritised in line with corporate priorities, available resources and strategic opportunities relating to Council-owned land, reserves and property assets.

Strategy 4.3.2 Develop and promote an efficient, safe and connected local and regional transport network

Projects & Actions	Responsible Officer	Lead Dept.	Progress Comment
4.3.2.1 Lobby for a road train assembly and breakdown area	Rikki Pulfer	Infrastructure Services	No specific actions have been undertaken during this reporting period. Engagement with State and Federal Government remains the priority for this item, with the aim to have this matter listed as a strategic freight transport matter in relevant documents. The Shire continues to keep an eye on opportunities to list this project in strategic documents.

Our Leadership

To embed strong leadership through good governance, effective communication and ensuring value for money.

Objective 5.1 A sustainable future through embracing change, applying technological advancement and pursuing efficiencies

Strategy 5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional

Name	Responsible Officer	Lead Dept.	Progress Comment
5.1.1.1 Ensure Councillors complete the required training, and encourage knowledge building through attending courses, community engagement and workshops	Kate Pisconeri, Ash Nuttall	Corporate Services	Newly elected Councillors (October 2025) are required to complete mandatory training modules prescribed under the Local Government Act 1995 within 12 months of Election day (By 28 October 2026). Cr Bartle is due to complete two of those training modules by the due date. Additional training opportunities, workshops, and community engagement sessions relevant to local government governance and leadership will continue to be circulated to Elected Members as they become available, to support ongoing professional development and capacity building.

Appendix 11.3.5

Strategy 5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional

Name	Responsible Officer	Lead Dept.	Progress Comment
5.1.1.2 Review all Local Laws	Kate Pisconeri, Ash Nuttall	Corporate Services	The Fencing Local Law was adopted by Council in February 2026 and published in the WA Government Gazette on 6 March 2026. At 30 July, the draft Local Government Property & Public Places Local Law (LGP&PPLL) remains with the Dept LGIRS, seeking Governor's approval to extend the application of the local law beyond the western district boundary, 200m seaward. The Shire's Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2021, as well as Local Government Property Local Law 2014, will both be repealed when LGP&PPLL comes into operation.

Strategy 5.1.1 Establish a strong corporate governance framework to ensure high standards of integrity, ethics and accountability, and pursue professional

5.1.1.4 Review the Corporate Business Plan	Kate Pisconeri, Ash Nuttall	Corporate Services	The 2025-2029 Corporate Business Plan was adopted by Council in August 2025, and review for adoption of the 2026-2030 Corporate Business Plan has commenced, and scheduled for adoption by Council in August 2026.
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Strategy 5.1.2 Maintain long term financial sustainability

Name	Responsible Officer	Lead Dept.	Progress Comment
5.1.2.1 Review the Long Term Financial Plan	Ashleigh Nuttall	Corporate Services	The review of the Long Term Financial Plan commenced during the year, with an external consultant engaged to assist in developing an updated plan. The review incorporates input from all service areas to ensure the Plan accurately reflects the Shire's long-term financial position, strategic priorities and future asset and service requirements. Councillors will continue to be engaged throughout the review process via briefing sessions, with the updated Long Term Financial Plan scheduled for completion and presentation to Council by October 2026.

Strategy 5.1.3 Consider future technological requirements for the delivery of services and corporate functions

Name	Responsible Officer	Lead Dept.	Progress Comment
5.1.3.1 Improve communications connectivity to Waroona Recreation and Aquatic Centre for use as an evacuation centre	Ashleigh Nuttall	Corporate Services	Significant progress has been made towards improving communications connectivity at the Waroona Recreation and Aquatic Centre. A new telephony system was implemented during the year, enhancing communication capabilities across the facility. Investigations into upgrading the Centre's internet connectivity identified the need for additional internal cabling to enable a Fibre to the Premises (FTTP) connection. Once these works are completed, NBN Co will be able to progress the fibre upgrade. The required infrastructure improvements are being considered as part of the 2026/27 ICT program to further strengthen the Centre's communications capability and support its role as the Shire's designated emergency evacuation centre.
5.1.3.2 Maintain and improve current corporate management system	Ashleigh Nuttall	Corporate Services	The Shire has continued to maintain and improve its corporate management system through ongoing system enhancements and regular assessment of opportunities to improve functionality and efficiency. During the year, officers met with a number of ICT and ERP providers to better understand emerging technologies and developments within the local government ERP market. Following this review, it was determined that a full system replacement should be deferred for approximately 12 months to allow the market to mature and reduce implementation risks. In the interim, the Shire will continue to optimise its existing systems and implement targeted upgrades where they provide operational benefits and represent value for money.

Objective 5.2 Develop a skilled, safe and compliant organisation

Strategy 5.2.1 Employ, maintain and retain a skilled workforce

Name	Responsible Officer	Lead Dept.	Progress Comment
5.2.1.1 Review and implement the Workforce Plan	Kirsty Ferraro	Development / Customer Services	Implementation of the Workforce Plan continues across the organisation, with the Plan providing a contemporary framework to guide workforce planning, capability development and succession planning. The strategic direction of the Plan, with its focus on internal career progression, employing local people and investing in internal training and development, is continuing to deliver positive outcomes. Recent recruitment and workforce movements have demonstrated the success of this approach, with increased opportunities for internal promotion, development pathways and the retention of organisational knowledge and capability.

Strategy 5.2.2 Promote an organisational culture of safety, best practice and continuous improvement

Name	Responsible Officer	Lead Dept.	Progress Comment
5.2.2.2 Review and implement the Risk Management Strategy	Kate Pisconeri, Ash Nuttall	Corporate Services	Implementation of the Shire's Risk Management Strategy continued through 2025/26, with the Risk Management Committee (RMC) having completed a review of all Strategic Risks over an 18-month period. The RMC continue to meet monthly to progress regular reviews of all strategic risks and is scheduled to present a Risk Review Progress Report to the Audit, Risk and Improvement Committee (ARIC) in Augst 2026.

Strategy 5.2.2 Promote an organisational culture of safety, best practice and continuous improvement

5.2.2.3 Implement and maintain the Work Health and Safety (WHS) Management System	Kirsty Ferraro, Workplace Services Officer	Corporate Services	The implementation and maintaining the Work Health and Safety Management System is an ongoing process. Procedures are currently being reviewed and updated.
5.2.2.4 Implement & Review Council endorsed Strategies and Plans	Kirsty Ferraro, Ash Nuttall, Rikki Pulfer, Kate Pisconeri	Corporate Services	Plans and strategies are reviewed regularly by officers throughout the organisation whilst delivering on the actions of the Plans and Strategies.

Objective 5.3 Actively increase the level of engagement with the community, and respond efficiently and effectively to the

Strategy 5.3.1 Establish and maintain a user focused communication approach that informs, engages and empowers the community

Name	Responsible Officer	Lead Dept.	Progress Comment
5.3.1.1 Develop and implement a Communications & Marketing Strategy	Ashleigh Nuttall, Mark Goodlet	Corporate Services/ CEO	Progress on the development of a standalone Communications and Marketing Strategy has been influenced by evolving State Government local government reform initiatives relating to communications protocols and the proposed Community Engagement Charter. Throughout the year, the Shire continued to monitor these reforms, with the Director Corporate & Community Services contributing to the Department's working group to help inform the development of the new framework. In the interim, communications and marketing initiatives have been progressed through the implementation of the Destination Management Action Plan, ensuring the Shire continues to promote community engagement, tourism and organisational priorities while positioning a broader communications framework to align with forthcoming legislative requirements.

Strategy 5.3.3 Provide community focused customer service and access to information

Name	Responsible Officer	Lead Dept.	Progress Comment
5.3.3.1 Review the Customer Service Charter	Kirsty Ferraro	Corporate Services	The review of the Customer Service Charter is scheduled to commence in the coming months. The review will ensure the Charter continues to reflect the Shire's commitment to delivering high-quality, customer-focused services and aligns with current service standards, organisational values and community expectations.



WALGA's 2026 People and Culture Seminar: Shaping the future of People Management

Published on: Tuesday, 7 July, 2026



Check out the [full event photo gallery here](#) - download pin 3063. Don't forget to tag WALGA on socials!

More than 140 HR, ER and People and Culture professionals from across WA came together at the Perth Convention and Exhibition Centre last Friday for WALGA's sold-out People and Culture Seminar 2026, sponsored by Gallup and Mills Oakley.



This year's theme 'Back to the Future: The more things change, the more they stay the same', explored the growing challenges facing Local Government employers while

reinforcing the importance of effective people management, strong leadership and fostering a positive workplace culture.

The program brought together experts across all facets of workplace relations, leadership, mental health, regulation, and capability building, with sessions designed to provide practical insights and strategies for delegates to embed in their organisations.



Some of the many highlights of the day included:

- A heartfelt Welcome to Country by Cr Barry Winmar, an opening address by WALGA CEO Nick Sloan, and Kirsty Martin, Executive Manager Member Services at WALGA closing out the day's proceedings.
- Tony Brown, Local Government Inspector, provided an informative overview of the functions of the new Inspector and his office.
- The presentation from Anne Lingafelter - Gallup, explored why human leadership is more important than ever with the ongoing evolution of AI.
- Commissioner Toni Emmanuel, Western Australian Industrial Relations Commission, provided practical insights around dispute resolution and claims mitigation in the workplace.
- Next to the stage was Adam Halliwell from Public Skills Australia, who shared Local Government workforce insights and sector data.
- Darrin Brandis - Altius/People Sense gave a thought-provoking session centred on mental health, delving into the importance of proactive wellbeing and psychosocial risk prevention.
- Building capability and long term careers in Local Government was the focus of the panel sessions facilitated by WALGA Training Manager, Eva Goodwin. A big thank you to the panelists who gave up their time to share their inspirational stories - Kirsty Ferraro and Taylah Platell - Shire of Waroona, Dylan Fryer - Shire of Dumbleyung, Andrew Trosic - Shire of Serpentine-Jarrahdale.
- The final session was presented by Samantha Maddern from Mills Oakley, who shared real life case studies and practical strategies for managing an ageing workforce.

- The day wrapped up with a networking sundowner sponsored by Mills Oakley, providing an opportunity for attendees to mingle with Local Government peers.



A huge thank you to everyone involved in yet another success P&C Seminar, with a special shout out to our generous sponsors Mills Oakley and Gallup for their continuous support. We look forward to doing it all again in 2027!

